



भारतसरकार
GOVERNMENT OF INDIA

प्रधान आयकर आयुक्त कार्यालय

Office of the Principal Commissioner of Income Tax

आयकर भवन, प्लाट सं. 5 ईडीसी कॉम्प्लेक्स पाटो, प्लाज़ा -गोवा, पणजी, 403001

Aayakar Bhavan, Plot No.5, EDC Complex, Patto Plaza, Panaji, Goa- 403001

दूरवाणी/Phone: 0832-2438461 Email id: panji.pcit@incometax.gov.in

F.No. 14/PRCIT/ PNJ/INFRA/MSTU

Dated: 07.04.2025

TENDER FOR HIRING OF OFFICE PREMISE FOR INCOME TAX DEPARTMENT, GOA

Sealed tender is invited for hiring of office space for the following office having a net carpet area mentioned below. The required office space should be located within the Panaji Municipal Corporation limits. The tender for the required space is for an initial period of three years which may be reviewed from time to time.

S. NO.	Name of the office	Net Carpet Area required in Sq. Ft.	Remark
1.	Pr. Commissioner of Income Tax, Panaji	3,000 to 6,000	Excluding covered/underground parking and common areas (if any)

2. As required by the Income Tax Department, the net carpet area for the office specified above should preferably be in a single independent building and preferably be on one or two floors. The place should be suitable for use as office and training unit for income tax department and preferably be ready to be occupied with floor area having partitions for officer & staff cabin (3 rooms), classroom (2 rooms) and computer Labs (2 rooms), conference room, painting, provision for cabling for intranet, pantry, lifts, toilets (1 attached toilet and one set each for gents and ladies toilets). Offer of exclusive building will be preferred. In case, exclusive building is not available within the specifications, exclusive floor will be preferred. The commercial premises should be legally free from all encumbrances. Finalization of rent is based on location and quality of construction and other amenities provided subject to clarification by CPWD/Local infrastructure Committee and final approval/sanction by the Government of India as per rules framed in this regard.

3. Interested person can obtain the terms and conditions of the tender, proforma for requirement of technical and financial bid documents from the office of Pr. Commissioner of Income Tax, 1st Floor, Aayakar Bhawan, Patto, Panaji, on or after 08.04.2025 by paying Rs.500/- in the form of DD in favour of ZAO, CBDT, Panaji or from the website www.incometaxbengaluru.org.

4. The tender should be submitted in the office of Assistant Commissioner of Income Tax (HQ), O/o Pr. Commissioner of Income Tax, 1st Floor, Aayakar Bhawan, Patto Plaza, Panaji, on or before 5.00 PM, 16.05.2025 in a single sealed envelope marked as "Tender for hiring of office premises for the Income Tax Department, MSTU at Panaji Goa, REFERENCE NUMBER: F.No.14/Pr.CIT /PNJ/INFRA/MSTU dated 04.04.2025 containing two separate sealed envelopes for technical and financial bid each under envelop marked clearly as "TECHNICAL BID" for office accommodation for Income Tax Department and "FINANCIAL BID" for office accommodation for Income Tax Department.

5. Important dates:

- Issue of tender forms during office hours till 30.04.2025.
- Submission of tender forms on or before 5.00 PM 16.05.2025.
- Opening of tenders: 19.05.2025 at 11:00 AM at office of the Assistant Commissioner of Income Tax (Hq), O/o Pr. Commissioner of Income Tax, 1st floor, Aayakar Bhawan, Patto Plaza, Panaji

Geeta Krishnan, IRS

Assistant Commissioner of Income Tax(HQ), Panaji, Goa

ANNEXURE-1

**O/o.THE PR.COMMISSIONER OF INCOME TAX,Aayakar Bhavan, Plot No.5, EDC
Complex, Patto Plaza,PANAJI , GOA-403001**

TERMS & CONDITIONS:

1. The commercial premises should preferably be new and located within 1 to 2 km radius from Kadamba Bus stand, Panaji- Goa.
2. The commercial premises should be free from all disputes and its building map/ plan should be approved by all concerned authorities to be used for commercial purposes.
3. The commercial premises should be adequately ventilated.
4. The commercial premises should be fit for commercial/office use and should be preferably on the same or continuous floor.
5. The commercial premises should be ready to be occupied with flooring partitions for officer & Staff cabins (3 rooms),classroom(2 rooms) and computer lab (2Rooms) conference room, painting, provision for cabling for intranet, pantry, lifts, toilets(1 attached toilet and one set each for gents and ladies toilets).
6. There should be adequate space for parking of two wheelers (around 10) and three four wheeler parking.
7. The commercial premises should have assured 24 hours power backup and running water supply on continuous basis.
8. The legal owner will undertake to carry annual repairs and maintenance every year.
9. The building where the commercial premise is located should have an elevator/lift facility with the power backup for the same.
10. The building should have appropriate fire safety compliance mechanism and earthquake resistant.
11. The commercial premises should have electrical fixture like switches, power points of ISI/BIS specifications.
12. The commercial premises offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
13. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation with at least two toilets per floor.
14. The commercial premises should be secure enough to protect the government property.
15. The commercial premises shall be taken on rent for a period of 3 years from the date of agreement and thereafter its renewal shall be done on the basis of mutual agreement and in accordance with existing guidelines on the subject.
16. No tender will be accepted by fax, e-mail or any other such means.
17. Earnest Money Deposit: The bidder will be required to furnish earnest money of Rs.5% of the Bid in the form of demand draft in favour of ZAO, CBDT, Panaji payable at Panaji. The DD towards EMD of the unsuccessful bidders will be returned within one month of finalization of tender, issuing and acceptance of offer. Without the Demand Draft for EMD, the tender shall be outrightly rejected. Demand Draft for EMD should be submitted with Technical Bid.
18. The building offered should be free from structural defects such as water seepage, cracks etc. The structural strength certificate from approved agencies as per norms should be produced.
19. Any dispute from other tenants regarding common space/lift/parking/any other utility should be solved by the owner in consultation with the department.
20. The occupancy certificate for the building issued by competent authority should be produced at the time of agreement.

21. No advance of any nature will be paid by the department to the owner of building.

The above conditions may be relaxed on administrative reasons in appropriate case. The terms & conditions mentioned from SI. No. 1 to 21 will constitute the technical specifications apart from specifications as per Technical bid format.

The rent demanded per sq. ft. of the covered area will constitute the Financial Bid. The rent offered should be inclusive of property tax, or any other tax like GST required to be paid by the property owners. The lease deed shall be signed for a minimum period of 3 years subject to the conditions as may be prescribed by the government from time to time.

The tenders are being invited on the basis of dual bid system (i) Technical Bid- Giving complete details of the technical aspect (ii) Financial Bid- Mentioning the financial terms and conditions.

First technical Bid will be examined and on satisfaction of all technical aspects by bidder, the financial bid will be considered. Technical and financial bids should be submitted in separate sealed envelopes. The words 'Technical Bid' and 'Financial Bid' should be clearly mentioned on the said envelopes. The tenders should be received in the **Office of the Pr. Commissioner of Income Tax, Plot No.5, Aayakar Bhavan, EDC Complex, Pattao Panaji - Goa** on any working day till 5.00 PM and last date of receipt of tender will be 25.04.2025. Incomplete and belated proposals shall be out rightly rejected. The Pr. Commissioner of Income Tax, Panaji reserves the right to reject any tender or all tenders without assigning any reason. The interested parties are also requested to mention their correspondence address & telephone numbers & email-Id on the face/cover of the bids for future communications.

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(Geeta Krishnan, IRS)
Assistant. Commissioner of Income Tax (HQ)
O/o Pr. Commissioner of Income Tax, Panaji-Goa

Enclosures:- (1) Technical Bid Format (Annexure-2 & 3)
(2) Financial Bid Format (Annexure-4)

Copy submitted to:-

1. The Principal Chief Commissioner of Income Tax , Karnataka and Goa Region with a request for publication in the official website www.incometaxbengaluru.in
2. Notice Board at O/o PCIT, Aayakar Bhavan, Patta, Panaji, Goa

(Geeta Krishnan, IRS)
Assistant. Commissioner of Income Tax (HQ)
O/o Pr. Commissioner of Income Tax, Panaji-Goa