



Government of India  
Ministry of Finance  
Department of Revenue  
OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS  
CUSTOMS DIVISION, IMPHAL

C.No. 1(II) 2/ADM/CUS/IMP/09/

Date. 26.08.2015


NOTICE INVITING TENDER

Sealed tender are invited in two Bid Systems (Technical and Financial) for hiring of office premises with a built up area of approximately 12000 to 15000 sq. feet and having adequate parking space within Imphal City municipal area for a period of 03 to 05 years on extendable basis, if required.

Earnest Money deposit/ Bid security amount @ 2% of the rent amount sought in Quotation is required to be deposited to the undersigned.

For detail forms please download the annexure below and are to be submitted within 21 days from the date of publication of this notice.

Sd/-

  
(Gaikhonlung Panmei)  
Assistant Commisioner.

## PROFORMA FOR HIRING OF OFFICE BUILDING

### TECHNICAL BID :-

1. ADDRESS & LOCATION OF THE PROPOSED BUILDING TO BE HIRED :  
\_\_\_\_\_
  
2. NAME AND ADDRESS OF THE LANDLORD ;  
:- \_\_\_\_\_
  
3. AREA (PLINTH/COVERED/CARPET) OF THE PROPOSED BUILDING  
TYPE OF BUILDING (RCC. STRUCTURE/WOODEN) ?  
:- \_\_\_\_\_
  
4. WHETHER PARKING SPACE IS AVAILABLE  
\_\_\_\_\_
  
5. OTHER FACILITIES PROVIDED TO THE BUILDING'S TENANTS.?  
:- \_\_\_\_\_
  
6. WHETHER WATER SUPPLY FACILITIES AVAILABLE ?  
:- \_\_\_\_\_
  
7. WHETHER POWER SUPPLY IS REGULARLY AVAILABLE ? ANY POWER BACK-UP  
FACILITIES AVAILABLE ? \_\_\_\_\_
  
8. WHETHER THE PROPOSED BUILDING IS PARTLY OCCUPIED/HIRED BY OTHER TENANTS ?  
:- \_\_\_\_\_
  
9. WHETHER THE LANDLORD AGREED TO DO REGULAR REPAIRS AND MAINTENANCE  
OF THE PREMISES, INCLUDING PAYMENT OF MUNICIPALITIES TAX ?  
:- \_\_\_\_\_
  
10. WHETHER THE LANDLORD AGREE TO EXECUTE THE PROPOSED LEASE DEED FOR  
MINIMUM PERIOD OF THREE (3) YEARS ?  
:- \_\_\_\_\_
  
11. ANY PROVISION AVAILABLE FOR STOREROOM/ GODOWN ?  
:- \_\_\_\_\_

Signature of the

LANDLORD,

DATE :-.....

PROFORMA FOR HIRING OF OFFICE BUILDING

FINANCIAL BID :

1. PROPOSED HIRING RATE PER SQUARE- FEET FOR THE BUILDING ?

:- \_\_\_\_\_

2. OVERALL EXPECTED RENT PER MONTH FOR THE PROPOSED BUILDING ?

:- \_\_\_\_\_

3. THE FINAL ACCEPTABLE RATE WILL BE EITHER THE RATE AS ASSESSED BY THE CPWD OR THE RATE PROPOSED BY THE BIDDER WHICHEVER IS LOWER AGREED / NOT AGREED. ?

:- \_\_\_\_\_

Signature of the

LANDLORD

DATE : .....