



सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय मंत्रालय  
MINISTRY OF FINANCE  
उप आयुक्त का कार्यालय  
OFFICE OF THE DEPUTY COMMISSIONER  
सीमाशुल्क प्रभाग : इंपाल  
CUSTOMS DIVISION: Imphal



Sangakpham, Opposite DAV Public School, Imphal-795010 Phone: 0385-2422188; Fax :  
0385-2423347 Email id: [customsimp@gmail.com](mailto:customsimp@gmail.com)

## TENDER NOTICE FOR HIRING OF OFFICE PREMISES ON LEASE /RENT BASIS

### Tender No. 01/Office Space/Pallel/Imphal/2025-26

**NOTICE INVITING QUOTATIONS FOR HIRING OF OFFICE  
SPACE WITHIN PALLEL AREA OF CUSTOMS DIVISION,  
IMPHAL UNDER COMMISSIONERATE OF CUSTOMS  
(PREVENTIVE), NORTH EASTERN REGION, SHILLONG ON  
BASIS FOR 03 TO 05 YEARS ON EXTENDABLE BASIS.**

The Deputy Commissioner, Customs Division, Imphal under the Commissionerate of Customs (Preventive), North Eastern Region, Shillong invites offers/bids from legal owners/ interested parties in the form of two bid system i.e. Technical Bid and Financial Bid for hiring of office premises with a built-up area of approximately 1800 to 2000 sq. feet and preferably having parking space for 1 vehicle within Pallel Area for a period of 03 to 05 years on extendable basis, if required.

Sl. No.	Location	Office area required (in square feet)
1.	Pallel Area – 795135, having proper approach road with entry/exit points suitable for movement of large vehicles.	The premises should include a covered area of 1800 to 2000 square feet with durable roofing, suitable for office use, along with sufficient open parking space for 1 vehicle. The space is required on a monthly rental basis.

Interested parties/persons should send their proposal as desired in a Sealed Cover addressed to **“The Deputy Commissioner, Customs Division, Imphal, Sangakpham, Opposite DAV Public School, Imphal - 795010.”**

2. Specifications which may be referred to:
  - (a) General Terms and Conditions - Annexure-I
  - (b) Terms and Conditions for the Tender – Annexure-II
  - (c) Terms and Conditions (Technical) - Annexure-III
  - (d) Technical Bid - Annexure-IV
  - (e) Financial Bid (along with Undertaking) - Annexure-V
  - (f) Declaration by the Bidder - Annexure-VI
  - (g) Tender Acceptance Letter- Annexure-VII
  - (h) Letter of Offer – Annexure-VIII
  - (i) Format of Draft (Rent) Lease Agreement – Annexure-IX
  
3. The proposal should be submitted in following two parts –
  - (A) The first part should be the **“Technical Bid”** which should contain technical parameters like address of the premises, details of open area as well as covered area, details of owner and bidder, etc.
  - (B) The Second part should be the **“Financial Bid”** which should indicate the rent proposed to be charged (inclusive of all costs and services including the charges for the maintenances of all facilities and amenities offered including taxes except GST) and the other financial terms and conditions etc.

Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top **“Technical Bid for Hiring of Office premises for CPF Pallel, Customs Division Imphal/Financial Bid for Hiring of Office premises for CPF Pallel, Customs Division Imphal”** as the case may be. Both these envelopes should be kept in another sealed cover mentioning clearly **“Tender for Hiring of Office premises for CPF Pallel, Customs Division Imphal”**

4. The Critical Date for the Tender submission and processing are as under:

<b>Publishing Date</b>	<b>02.04.2026</b>
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<b>Bid Submission End Date</b>	<b>28.04.2026 at 15:00 hours</b>
<b>Technical Bid Opening Date</b>	<b>28.04.2026 at 17:30 hours</b>
<b>Financial Bid opening date (those bidders who have qualified in the Technical Bid)</b>	<b>03.05.2026 at 15:00 hours</b>

5. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this issue, the tenders will be opened on the next working day at the scheduled time.

6. Following annexures are part of this tender:

- (i) General Terms and Conditions - Annexure - I
- (ii) Terms and Conditions for the Tender - Annexure - II
- (iii) Terms and Conditions (Technical) - Annexure - III
- (iv) Technical Bid – Annexure - IV
- (v) Financial Bid (along with Undertaking) - Annexure V
- (vi) Declaration by the Bidder - Annexure - VI
- (vii) Tender Acceptance Letter - Annexure - VII
- (viii) Letter of Offer –Annexure - VIII
- (ix) Format of Draft (Rent) Lease Agreement - Annexure - IX

**(Thejaselhou Yhome)**  
**Joint Commissioner (In-situ)**

## ANNEXURE – I

### General Terms and Conditions

#### 1. Bid Submission:

##### (i) Where to submit:

Bids can be submitted at The Deputy Commissioner, Customs Division, Imphal, Sangakpham, Opposite DAV Public School, Imphal – 795010 in a sealed Envelope in the following manner:

The Proposal should be submitted in following two parts: -

(A) The first part should be the "**Technical Bid**" which should contain technical parameters like address of the premises, details of open area as well as covered area, details of owner and bidder, etc.

(B) The second part should be the "**Financial Bid**" which should indicate the rent proposed to be charged (inclusive of all costs services including the charges for the maintenances of all facilities and amenities offered including taxes except GST and other financial terms and conditions etc.

Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the "**Technical Bid for Hiring of Office premises for CPF Pallel, Customs Division Imphal /Financial Bid for Hiring of Office premises for CPF Pallel, Customs Division Imphal**" as the case may be. Both these envelopes should be kept in another sealed cover mentioning clearly "***Tender for Hiring of Office premises for CPF Pallel, Customs Division Imphal.***"

##### (ii) How many Bids:

Not more than one tender shall be submitted by one tenderer. However, 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 bid(s) containing technical bid, financial bid in respect of each of such premises.

##### (iii) No change in the bid document:

Interested persons who are legal owner or Power of Attorney holder, who has downloaded the tender from the CBIC website [www.cbic.gov.in](http://www.cbic.gov.in) and Commissionerate of Customs (Preventive), North Eastern Region, Shillong website [www.shillongcustoms.gov.in](http://www.shillongcustoms.gov.in) shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be altered/modified in any manner, tender may be completely rejected.

**(iv) Corrigendum/addendum/amendment to Bid:**

Intending tenders are advised to visit Commissionerate of Customs (Preventive), North Eastern Region, Shillong website [www.shillongcustoms.gov.in](http://www.shillongcustoms.gov.in) and Office Notice Board/Public Notice Board regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

**2. Process and manner of submission: -**

**(i) The tender is to be submitted in two parts viz:**

- (a) **“Technical Bid”** which should contain technical parameters like address of the premises, details of open area as well as covered area, details of owner and bidder, etc. and other requirements as given in the General Terms and Conditions [**Annexure-I**], Terms and Conditions for the Tender [**Annexure-II**] and Terms and Conditions (Technical) [**Annexure-III**] in the format as per [**Annexure-IV**].
- (b) **“Financial Bid”** which should indicate the rent proposed to be charged and other financial terms and conditions in the format as per **Annexure-V**.

(ii) All the pages of bid being submitted must be duly filled and signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submitting in a Sealed envelope (as hard copy format) at The Deputy Commissioner, Customs Division, Imphal, Sangakpham, Opposite DAV Public School, Imphal – 795010

**(iii) No bid by Emails/Fax/Mobile Apps etc:** The offers submitted by Telegram/WhatsApp/ App/ Fax/ email etc. shall not be considered. No correspondence will be entertained in this matter. As desired, only Original sealed envelope (contains all relevant hard copies) or only Original soft copies through CPPP Portal/Website are only invited.

**3. Other important details:**

**For Technical Bid**

- The following documents are to be uploaded/submitted along with the Technical Bid":
  - (i) Signed copy of **PAN No., GST No.** if registered.
  - (ii) Signed copy of **“Letter of Authorization”** from the owner to submit Bids', if the bid is submitted by a person other than the owner (s) or by the Power of Attorney holder.
  - (iii) Signed copy of **Declaration (Annexure-VI)**.

- (iv) Signed copy of **Tender Acceptance Letter (Annexure-VII)**.
  - (v) Signed copy of **"Title Deed"** showing the ownership of the premises with the bidder.
  - (vi) Signed copy of an **"Affidavit"** from owner(s)/Power of Attorney holder that the premises offered are free from litigation/liability/pending dues and taxes.
  - (vii) Signed copy of the **approved drawings** from local developmental authority/Municipal/ Panchayat body for the premises.
  - (viii) Signed copy of the **"Layout Plan"** of the premises with exact measurement of the area/plinth area.
- **The bidder should not indicate the rent details in the "Technical Bid".**

#### **For Financial Bid:**

For submission of financial bid, a signed copy of the "Financial Bid" (**Annexure – V**), quoting the monthly **rate of rent per square meterfeet** of area (inclusive of all costs and services including the charges for the maintenances of all facilities and amenities offered including taxes except GST) and other vital details thereof, must be submitted/uploaded.

#### **4. Important Information**

- (i) The bids will be opened in the office of The Deputy Commissioner, Customs Division, Imphal, Sangakpham, Opposite DAV Public School, Imphal – 795010 under the Commissionerate of Customs (Preventive), North Eastern Region, Shillong on the scheduled date and time. No further communication shall be made separately regarding dates of opening of Technical and Financial Bids unless there is any change in date or time of opening of bids.
- (ii) All the interested parties/bidders may remain present in the office of The Deputy Commissioner, Customs Division, Imphal, Sangakpham, Opposite DAV Public School, Imphal – 795010 at the time of opening of bids on the date and time as mentioned in the critical date sheet.
- (iii) The hard copy of the original instrument in respect of the bid security, original copy of undertaking / affidavits, self-attested copies of the certificates and other documents must be delivered to this office on or before bid opening date/time, as mentioned in the critical date sheet. After opening of the Technical Bid, the original documents as per the requirement of tender documents will be verified by the department. The department reserves the right to seek any document in original

related to the premises offered for hire for the purpose of verification at any stage of the tender process.

## ANNEXURE-II

### TERMS & CONDITIONS FOR THE TENDER

1. Tenders are invited for and on behalf of the President of Govt. of India by The Deputy Commissioner, Customs Division, Imphal, Sangakpham, Opposite DAV Public School, Imphal – 795010 under the Commissionerate of Customs (Preventive), North Eastern Region, Shillong for Hiring of Office premises for CPF Pallel, Customs Division Imphal on monthly rent basis with ***total area of around 1800 to 2000 square feet with durable roofing, suitable for office use, along with sufficient open parking space for 1 vehicle for a period of 03 to 05 years on extendable basis, if required.*** The bids are invited in a two-bid system (Technical and Financial). Only persons having the legal rights for leasing out the premises (commercial or residential) on rent can send their bids.
2. The premises having the following amenities and facilities will be preferred for consideration and will be given due weight age in evaluation of Technical Bid:
  - I. Provide office space with total area of around 1800 to 2000 square feet with durable roofing, suitable for office use, along with sufficient open parking space for 1 vehicle.
  - II. The premises must be well-lit, secure (24x7 CCTV surveillance, security guards, and perimeter fencing), and accessible round the clock.
  - III. The facility should be located in Pallel bazar area ensuring easy access.
  - IV. The space must be free from legal encumbrances and comply with all municipal, safety, and environmental regulations.
  - V. The bidder must be the legal owner or have valid authorization to lease the property.
  - VI. The bidder must submit a valid certificate of non-blacklisting from any government department.

- VII. Initial contract period: 3 year, extendable based on performance and mutual agreement.
- VIII. Monthly rent (inclusive of taxes) will be paid as per government-approved rates.
- IX. Security measures (CCTV, guards, fencing) and maintenance (cleanliness, drainage, repairs) are the responsibility of the owner/agency.
- X. The premises must be secured with boundary wall.
- XI. The Customs Division reserves the right to inspect the premises before finalizing the contract.
- XII. The owner/agency will bear costs for any structural repairs due to heavy vehicle usage.
- XIII. The premises should have suitable power supply for commercial operations and uninterrupted power supply for essential services and lighting. The premises shall have proper electrical wiring and fittings/installations with lights and shall have 24 hours sufficient load sanctioned and further provisions for increasing the load as per requirement.

### **Annexure-III**

#### **Part-B: Terms & Conditions (Technical)**

1. The premises offered must be vacant, free from all encumbrances/claims and legal or other disputes etc. Documentary proof w.r.t the ownership of the premises and the absence of any encumbrance, claim and legal or other disputes must be submitted along with the offer document. A certificate from an Advocate/ CA showing that the premises are free from encumbrances should be provided. The premises should meet all other safety norms like earthquake resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
2. Owing to nature of work, it would be strongly preferred that the area offered for rent should be a standalone area (commercial) for exclusive use by the department. Layout plan of the premises should be attached with Technical Bid. If it is independent premises in a plot then the rent quoted shall give the right to the tenant for usage of the total plot area within the boundary of the offered property.
3. The owner of the space offered should be a single owner.
4. The premises should be located in Pallel area - 795135
5. The premises should have proper connectivity and easy access with the local transport.
6. The premises should be well maintained.
7. No broker/property dealer should apply for the tender.
8. The area offered should preferably be for exclusive use i.e. entirely for the usage of this Department. The area offered should be ready to be occupied.
9. The area surrounding the premises and approach road leading to the premises should not be congested and the front road / approach road should be wide enough. Surroundings of the premises, space available within the premises, approach road leading to the premises, traffic congestion in and around premises and other related factors will be important criteria to decide the suitability of the offered premises.
10. The owner/landlords will allow the lessee to construct cabins/partitions, stationery room, record room, toilets etc. as per Department's requirement/ Department's plan and make modifications/alterations in the premises if so desired by the Department. Permission/approval required if any regarding additions/alterations/ modifications

of the premises shall be obtained by the owner /landlords at his own cost from the concerned local authorities.

11. The layout of the offered space should be suitable for office including parking space for 1 vehicle.
12. There should be proper security services arrangement in the premises.
13. The premises should be in ready to use condition within two months from the date of communication of bid acceptance letter, with electricity, water, sewerage, firefighting equipment and adequate toilet facilities. The particulars of amenities provided/proposed to be provided inside the premises complex should be clearly indicated in the Technical Bid.
14. The offered premises should have separate electricity supply and having sufficient installed electricity load and water connection. The electric power available should be indicated. The owner / landlord shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession. These connections should be in the name of the owner / landlord and the consumption charges of the water supply, electricity and sewerage shall be paid by the DDO, Customs Division, Imphal.
15. Additionally, the premises should have power supply for essential services and lighting. There should be adequate space for generators and provision for connecting them to the power supply lines and proper power backup facility should be there.
16. All services such as Power supply, Plumbing, Toilets, and Sewerage System should be fully operational at the time of submission of the offer by the Landlord. All internal and external walls should be painted with good quality paint at the time of handing over the premises. This would obviate any wastage of time and lead to smooth running of the office right from day one.
17. The premises should be operative 24 x 7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.
18. The premises should be under proper maintenance and having all the general facilities viz: permanent arrangement for adequate supply of potable water and sufficient water for toilets, wash-basins, housekeeping, other cleaning purposes etc on 24 x 7 basis.
19. Maintenance (mechanical, plumbing, electrical, civil including consumables etc.) shall be undertaken by the owner and shall also carry out annual repair and maintenance every year. The maintenance charges as applicable monthly shall be paid for the same by the Department.

20. Painting of the premises including shed and boundary wall, toilets, entry and exit gate. the entire premises facade and painting or polishing of all gates etc. as may be desired by the Deputy Commissioner, Customs Division, Imphal will be carried out by the owner / landlord periodically (At least once every year). In case the owner/ landlord fails to do so, the Deputy Commissioner, Customs Division, Imphal shall have the right to arrange it at the cost of the owner/landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/landlord.
21. All statutory clearances and permissions required for construction/modification/ additions/alterations and leasing of the premises to the Deputy Commissioner, Customs Division, Imphal shall be obtained by the owner/ landlord at his own cost.
22. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of the Deputy Commissioner, Customs Division, Imphal. The registration charges, stamp duty for registration of lease deed to be borne by both the parties equally.
23. Premises measurements: The premises should include a covered area of 1800 to 2000 square feet with durable roofing, suitable for office use, along with sufficient open parking space for 1 vehicle. The space is required on a monthly rental basis.
24. Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the premises from time to time within reasonable period and in the event of failure or neglect or default on the part or the owner / landlord to carry out or effect necessary repairs, it will be optional for the lessee either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner / landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner / landlord. No rent will be payable for the period during which the lessee is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner / landlord to carry out the necessary repairs of the demised premises.
25. Lease Rent - Rate per sq. ft. of the surface of the premises: The surface area rate shall be inclusive of basic rent, Municipal taxes, Property tax, etc. except GST as applicable. The rent will be paid from the date of taking possession of the premises. The lessor may specify such additional GST separately and the same will be paid other than the monthly lease rent. Lease rent for every month is payable by 10<sup>th</sup> day of next month.
26. Lessee shall have the right to carry out necessary alterations / modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning. Provided always that the lessee shall not make any

permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of owner / landlord(s) but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by lessee for the purpose of better amenities and carrying on its function effectively. But the Lessee shall have all right to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on the day-to-day activities.

27. Lessee shall have the right to install satellite dishes/communication towers and other communication equipment etc. as deemed necessary by the lessee for facilitating electronic communication as also installation of power generating/ amplifying devices including but not restricted to power transformers, etc. as well as placing of sign boards, Government of India publicity materials. etc. in the premises and entry and exit point for its activities and the owner / landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the lessee would be liable to repair the damage so caused, normal wear & tear is however excepted.
28. Since lessee has no insurable interest, the lessee will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets on account of risks like burglary, fire or natural calamity.
29. After taking possession, if it is found that any item or work remains unattended or not according to lessee's specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default, the Deputy Commissioner, Customs Division, Imphal will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner /landlords.
30. During the period of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the lessee with any party affecting lessee's right of occupation and any of the terms of the lease without written consent of the lessee.
31. If the landlord is desirous of making any addition to the premises it shall be ensured by him that no access/approach by whatever means from the demised portion or by encroaching upon the open spaces which been available to the exclusive use of the lessee.
32. In the event of the owner / landlord deciding to sell the demised premises during the period of tenancy or at the expiration of the same he shall in the first instance offer them to the lessee at the lowest price which he is prepared to accept for them and

the lessee shall within one calendar month from the date of receipt of such offer may accept or reject such offer.

33. Before accepting Technical Bid, all the documents and space/premises shall be inspected by a committee authorized by the Deputy Commissioner, Customs Division, Imphal and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions as mentioned in Annexure-II and III.
34. The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are short-listed after assessing the suitability of the premises, compliance to technical specifications, verification of their credentials and other liabilities. The short-listed bidders will be notified about the date and timing of opening of financial bids.
35. If the demised premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the lessee, then in such case it shall be optional with the lessee to determine the lease or to retain occupation of the demised premises, if the lessee so desires without any diminution of rent hereby reserved.
36. The lessee shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving three months' notice in writing or subject the whole or a part of the premises. The owner / landlord shall not claim / shall not be entitled for any compensation/rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the lessee.
37. That the lessee will at the expiration of the said term or any extension thereof (if agreed to mutual) peaceably and quietly yield and deliver up possession of the demised premises to the owner / landlord in the nearly same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted but this condition shall not be construed to render the lessee liable to do any repairs of any kind to the demised premises.
38. After receipt of lessee's confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance by lessee, if the owner / landlord(s) backs out on account of any reason, the owner / landlord (s) is liable to pay the full expenditure incurred by the lessee from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

39. Participation in the tender does not entail any commitment from the lessee and lessee reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason.
40. Finalization of rent based on location and quality of construction is subject to certification by CPWD / Hiring Committee and final approval/sanction by the Government of India as per rules framed in this regard. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) / Fair Rent Certificate. The rent shall be paid as per the RRC or as quoted by the bidder, whichever is less, by the Institute to the successful bidder.
41. Renewal of lease agreement is also subject to certification by CPWD / Hiring Committee and final approval/ sanction by Government of India as per rules framed in this regard. Bidders may note that no increase in rental charges will be allowed during the initial three would (03) years of the agreement period. If lease is extended beyond three years, renewal of rent be as per Fair Rent Certificate given by the CPWD and rate mutually agreed upon between the parties.
42. All disputes lie within the jurisdiction of Imphal. All disputes in connection with the execution of contract shall be settled under the provisions or Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Imphal only.

## ANNEXURE-IV

**Subject: Hiring of Office premises for CPF Pallel, Customs Division Imphal under  
Commissionerate of Customs (Preventive), North Eastern Region, Shillong**

### TECHNICAL BID

(Attach extra sheets, if required, which should also be signed & stamped on each page)

	<b>Particulars</b>	<b>Details (Please tick/fill up with relevant answers, wherever required)</b>
1. Name	of the person/party submitting the bid; Permanent Account No. (PAN); whether assessed to tax, and if so, particulars thereof (hereinafter referred to as the bidder)	
2. Status	of the bidder (Individual/ Partnership Firm /Company/Society/ Any other (Specify))	
3. Name	of the personal/party holding title to the property Permanent Account No. (PAN), whether assessed to tax, and if so, particulars thereof (hereinafter referred to as the owner)	
4. Status	of owner (Individual/Partnership Firm/Company/Society/Any other (Specify))	
5. Whether	the bidder is himself the owner of the Premises offered on rent or Power of Attorney holder/duly Authorized signatory of the owner	
6.	<b>Contact details of the bidder</b>	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. With STD code, including Mobile Number	
6.4	Fax Nos. with STD code	
6.5	Correspondence E-mail address	
7.	<b>Contact details of the owner (if</b>	

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details (Please tick/fill up with relevant answers, wherever required)</b>
	<b>different from bidder)</b>	
7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. With STD code, including Mobile Number	
7.4	Fax Nos. with STD code	
7.5	Correspondence E-mail address	
<b>8.</b>	<b>Details of the Office premises offered</b>	
8.1	Location & address of the property offered	
8.2	Total area of the property offered (complete land area including covered spaces within the boundary of the property offered on rent) (in Sq ft.)	
8.3	Total covered area of the premises.	
8.4	Total Open area of the premises.	
8.5	Details of Boundary wall (structure, height etc.)	
<b>9.</b>	<b>Have you enclosed the following documents along with your offer?</b>	
9.1	Documentary proof in respect of ownership of the Premises.	
9.2	Proof/certificates regarding absence of any encumbrances/claims and legal or other disputes	
9.3	Proof in support of payment of all taxes, duties, dues regarding payment of water, electricity charges etc.	
9.4	Location map depicting distance (in Kms) of the offered premises from Pallel bazar.	
9.5	Distance of the premises from Pallel market -795135	
9.6	If bidder is Power of Attorney holder	

Sl. No.	Particulars	Details (Please tick/fill up with relevant answers, wherever required)
	of the owner, copy of duly constituted Power of Attorney. If bidder is authorized signatory of company/partnership firm, copy of requisite Board Resolution/Authority Letter, etc.	
9.7	If the bidder or the owner is a partnership firm or a company/society etc, copy of the partnership deed of the firm, or Memorandum/ Articles of Association of the Company, Registration Certificate/ Bye laws etc. of the society, along with Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted).	
9.8	Any other relevant documents (Please specify)	
10.	<b>Further general details relating to the Premises/Location.</b>	
10.1	Whether the proposed property/premises 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	
10.2	Whether the proposed property/premises is physically vacant and available-“Ready To Occupy?”	
10.3	Whether it is an independent premises for exclusive use by the Customs Division, Imphal, without sharing with any other user? if not, give details of tenants/proposed tenants. (The bidder may be required to furnish copy of lease agreement with other tenants, if called for)	
10.4	Specify whether the said premises was given on lease/hire or occupied earlier? If yes furnish details along	

Sl. No.	Particulars	Details (Please tick/fill up with relevant answers, wherever required)
	with last rent charged and date of vacation by the earlier lessee.	
10.5	Please specify the details of public transport facilities available to and from the premises.	
10.6	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by govt. or other authorities if any	
11	<b>Further technical details relating to the premises</b>	
11.1	Details of any other temporary structure(s)/built up area, if any, within the campus of the property offered	
11.2	Please specify details of safety and security measures provided in the offered premises with documentary evidence.	
11.3	State whether electrical is provided at the premises.	
12	Whether the owner/bidder is willing to undertake basic maintenance in terms of cleanliness, drainage, repairs etc. before occupation by the Customs Division Imphal, if required, at his/its cost.	
13	Reinstatement- At the end of the lease term or any renewal thereof, the Customs Division Imphal, shall not be required to reinstate the premises.	
14	Signage- The Customs Division Imphal requires the right to use its logos and graphics at the entrance to its premises and within the premises. Preference to install a prominent signage on the main entry gate.	
15	Any other detail /information which the bidder owner may wish to furnish.	

**In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars.**

**All columns in the tender document shall be duly filled in and no column shall be left blank. "NIL" or "Not applicable" shall be marked, where there is nothing to report. All the pages of the tender document shall be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly attested by the bidder.**

**The Deputy Commissioner, Customs Division, Imphal reserves the right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.**

**The financial bids of only those bidders will be opened whose technical bids are qualified.**

**The final selection will be the L1 bidder amongst the Technically qualified bidders.**

I/we have gone through the various terms and conditions mentioned in the Tender Document and I/we agree to abide by them. I.....son /daughter of ..... solemnly declare to the best of my knowledge and belief, the information given above and the enclosures accompanying it are correct, complete and true.

Date:

Signature & stamp of the owner /bidder/authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s).  
(also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)

**ANNEXURE-V****Ref No. - I/(4)/HRNG/9/2025-DPF-IMP-Div-IMP-Commrte-Shillong****Date: 07.04.2026****Subject:- TENDER NOTICE for Hiring of Office premises for CPF Pallel,  
Customs Division Imphal ON LEASE /RENT BASIS****“FINANCIAL BID”****(To be submitted in a Separate envelop super scribed “FINANCIAL BID for  
for Hiring of Office premises for CPF Pallel, Customs Division Imphal”.**

1. Name of the Bidder  
: \_\_\_\_\_
2. Address (with Tel. No. & Mail id)  
: \_\_\_\_\_
3. PAN/GST No.  
: \_\_\_\_\_
4. Name & Address of the proprietor,  
Partners/ Directors (with Mobile Number  
Mail id )  
: \_\_\_\_\_

<b>Name&amp; Address of the premises</b>	<b>*Net Area offered (in sq.ft) (In Rs.)</b>	<b>Monthly rent per sq.ft (In Rs.)</b>	<b>Total Monthly rent quoted for the Net area (In Rs.)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4=(2X3)</b>

**NOTE: -**

1. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, duly signed all the pages and agree to abide by them.
2. The rate quoted shall be exclusive of GST, if any.
3. The tender is for hiring for an initial period of 3 (Three) years. Within three years, there will not be any revision of rent. In case it is required, the hiring period may be extended beyond 3 years. The revision of rent beyond 3

years, if required would be as per conditions mentioned in Standard Lease Agreement (SLA) signed.

4. No advance would be given by the Department as deposit for rent.
5. Rent should be quoted as per terms & conditions as given in this tender document.

Date :

Place :

Signature & stamp of the owner /bidder/authorized  
signatory with complete Name, Address, Contact No.(s) including  
Mobile No(s).  
(also indicate the capacity in which  
signing, whether on his own  
behalf or as  
Power of Attorney /Authorized Signatory of the owner.)

**ANNEXURE-VI**  
**DECLARATION**

I/We \_\_\_\_\_ have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality. It is hereby declared that the particulars of the premises etc. as furnished against the individual items are true and correct as per my/ our knowledge and belief and in the event of any of the same being found to be not true, I/we shall be liable to such consequences/ lawful action as the Department may wish to take.

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

**ANNEXURE-VII**  
**TENDER ACCEPTANCE LETTER**

To  
**The Deputy Commissioner**  
Customs Division  
Imphal

Sir,

**Subject: Acceptance of Terms & Conditions of Tender for “for Hiring of Office premises for CPF Pallel, Customs Division Imphal.” – regarding.**

**Tender Reference No: Tender No. 01/Office Space/Pallel/Imphal/2025-26**

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents including all documents like annexure(s), which form part of the tender document) and I / we shall abide hereby by the terms / conditions / clauses contained therein.

1. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) in its totality / entirety.
2. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
3. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours sincerely,

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

**ANNEXURE-VIII**

**Letter of Offer**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To  
The Deputy  
Commissioner Customs  
Division Imphal.

Sir,

**Subject: Acceptance of Terms & Conditions of Tender for Hiring of Office premises for CPF Pallel, Customs Division Imphal – regarding.**

With reference to your Tender No. 01/Office Space/Pallel/Imphal/2025-26 dated 02.04.2026 for for Hiring of Office premises for CPF Pallel, Customs Division Imphal on lease/rent, I/ we have my/ our offer for the same, as mentioned in the tender document, as under:

- (i) Technical Bid [Annexure-IV] duly signed along with signed copies of Tender Acceptance Letter [Annexure-VII], Declaration by the Bidder [Annexure-VI], General Terms and Conditions [Annexure-I], Terms & Conditions for the Tender [Annexure-II], Terms & Condition (Technical) [Annexure-III], Letter of Offer [Annexure-VIII] and copy of Affidavit from owner or Power of Attorney holder/certificate from Advocate/CA to the effect that the premises offered on rent is free from all encumbrances.
- (ii) Financial Bid undertaking (Annexure-V) and Financial Bid in the form of BoW (Annexure- X) are duly filled in.

Yours sincerely,

Date:

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

**ANNEXURE-IX**

**LEASE AGREEMENT**

[Sample subject to suitable modifications as per terms & conditions of the Tender Document]

AN AGREEMENT MADE .....DAY.....  
OF..... THIS.....Two Thousand twenty six and  
.....between

.....  
.....  
hereinafter called 'The Lessor' (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as 'THE GOVERNMENT OF INDIA' or 'Lessee') of the other part.

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land, here ditaments and premises known as.....together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'.
2. The lease shall commence/shall be deemed to have been commenced\* on the.....day of..... Two Thousand Twenty Six and shall, subject to the terms hereof, continue for a term of.....years with an option to extend the period of lease for a further term as set out in clause 14 hereof.
3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs.....per month, which also includes a sum of Rs.....towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule B and the Government of India shall upon the expiration of the terms hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the

- Government of India excepted, PROVIDED THAT THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the terms hereby created or any renewal thereof.
5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.
  6. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.
  7. All existing and future rates, taxes including property tax, assessment charges and other out-goings whatsoever of every description in respect of the said premises payable by the owner there of, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Govt. of India and such recovery shall be proportionate to the amount of taxes payable during the pendency of the lease. In case the said premises is portion of a building subject to payment of tax as one entity, the liability of the Govt. of India in respect of payment of additional tax, unless there has been any addition to the constructed portion of such premises, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessors, additional tax payable by the Govt. of India shall be as determined by the Central Public Works Department of the Govt. of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the Lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.
  8. The Government of India shall pay all charges in respect of electricity power, light and water, used on the said premises during the continuance of these presents.
  9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.
  10. The Government of India may, at any time during the terms hereby created and any renewal thereof, make such structural alterations to the existing premises such as partitions, office, fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the Government of India who shall be at liberty to remove

and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes, not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.
12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.
13. The Lessor agree with the Government of India that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.
14. If the Govt. of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Govt. of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present for renewal.

“Provided that in the event of expiry of the terms of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to Lessee”.

“Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted”.

15. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.
16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the .....  
..... on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of Post.
17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communications select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi.
18. The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at .....The arbitration proceedings shall be conducted in Hindi/English/.....\*.The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purposes of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the Government of India.
19. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

#### **THE SCHEDULE 'A' REFERRED TO ABOVE**

All that the.....The.....surface of the premises known as.....in the city of.....which premises bear Municipal No..... and is situated on plot/land bearing Survey Nos. ....and is bound on or towards East by

.....on or towards West by.....on or towards North  
by.....or on towards South.

**THE SCHEDULE 'B' REFERRED TO ABOVE**

IN WITNESS WHERE OF THE OFFICIAL SEAL OF .....  
.....has been affixed in the manner hereinafter mentioned and the lease  
agreement has been signed for and on behalf of the President of India on the day  
and year first above written by.....

(Signature)  
For and on behalf of the President of India

In the presence of  
Witnesses 1.....  
2.....

And by the Lessor in presence of  
Witnesses 1.....  
2.....

(Signature)  
Name and Address of the Lessor  
(In case the Lessor is a Company/Firm or Society Add)  
For and on behalf of  
having authority to sign on behalf of the Lessor.....  
vide resolution dated.....of.....

\* Portions which are not applicable may be scored off at the time of filling up  
of the Stand and Lease Agreement (SLA) format.