



उपायुक्त का कार्यालय, सीमा शुल्क मण्डल - जामनगर  
 कक्ष सं० 403, सीमा शुल्क निवारक कार्यालय, जामनगर-राजकोट राजमार्ग  
 OFFICE OF THE DEPUTY COMMISSIONER, CUSTOMS DIVISION  
 ROOM NO. 403, CUSTOMS PREVENTIVE OFFICE BUILDING, VICTORIA  
 BRIDGE, JAMNAGAR-RAJKOT HIGHWAY, JAMNAGAR-361001  
 Phone No. 0288-2772715 Email: [cd-jamnagar@gov.in](mailto:cd-jamnagar@gov.in)

Date: 25.09.2025

**TENDER NOTICE FOR INVITING QUOTATIONS FOR HIRING OFFICE  
 PREMISE AT SALAYA FOR CUSTOMS HOUSE SALAYA.**

1. On behalf of the President of India, The Deputy Commissioner of Customs Division Jamnagar invites **OFFLINE - TENDERS** from the interested parties for providing ready built compact office premise having carpet area as detailed in the following table, at the prime locations such as nearby Bus Stand/Railway Station/Prime Road Junctions in Salaya, having proper approach road, independent entrance, enough parking facility for at least 02-03 Cars and 04-05 motor cycles, also enough parking space for visitors and adequate toilet facilities for ladies & gents. The space should be free from any type of dispute or liability. The Tender should be submitted for Carpet Area as mentioned below.
2. Interested parties having clear title may show the tender details on notice board or visit on any working day between 10.00 AM to 6.00 PM of O/o the Superintendent, Customs House -Salaya and Administrative Officer/Superintendent(DDO), Office of the Deputy Commissioner, Customs Division Jamnagar, 2nd Floor, Customs Preventive Office Building, Nr. Victoria Bridge, Jamnagar-Rajkot Highway, Jamnagar-361001. **The complete bid should be submitted OFFLINE on or before 16.10.2025 by 11.00 hrs.**

**CARPET AREA REQUIRED FOR HIRING:**

Sr. No.	Name of the Office	Net Carpet Area
1.	O/o The Superintendent, Customs House -Salaya.	Around 893 Sq. Ft. / 83 Sq. Mtr.

Enclosures: -

- i. Terms and Conditions at Annexure - A.
- ii. Technical Bid Details at Annexure - B.
- iii. Financial Bid Proforma at Annexure - C.



3. The Tenders should be submitted OFFLINE in two parts, Technical Bid & Financial Bid in two separate covers. No tender document will be accepted which has been sent to via fax / e-mail to this office, only offline tender accepted or any other such means except Earnest Money Deposit (EMD) amounting to Rs. 20,000/- (Rupees Twenty Thousand Only) which shall be in the form of Demand Draft / Cheque in favour of The Deputy Commissioner, Customs Division, Jamnagar. Tenders not accompanied by the Earnest Money Deposit will be summarily rejected. The same will be submitted to the Deputy Commissioner, Customs Division Jamnagar, 2nd Floor, Customs Preventive Office Building, Nr. Victoria Bridge, Jamnagar-Rajkot Highway, Jamnagar-361001. on or before the end of the bid submission period i.e.16.10.2025.
4. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the Deputy Commissioner, Customs Division, Jamnagar has right to forfeit the EMD, in case the successful bidder withdraws its offer after opening of Technical Bid and Financial Bid.

**: Offline mode of submission and opening of Tender:**

Quotations (bids) in sealed envelopes superimposed with the word "QUOTATION "FOR HIRING OF "OFFICE PREMISE AT SALAYA FOR CUSTOMS HOUSE SALAYA" addressed to the Administrative Officer, Office of the Deputy Commissioner, Customs Division Jamnagar, 2nd Floor, Customs Preventive Office Building, Nr. Victoria Bridge, Jamnagar-Rajkot Highway, Jamnagar-361001, **should be submitted before 11.00 hrs on 16.10.2025.** Bid received later than the stipulated date will not be considered under any circumstances.

5. This office reserves the right to accept or reject any tender, even the lowest one without assigning and reasons thereof. **The tenders will be opened on 17.10.2025 at 11.00 hrs.** The parties who wish to be present at the time of opening of tender may present themselves at the stipulated time.

The critical dates for the Tender submission and processing are as under: -

Description	Date	Time
Bid Submission Start Date	25.09.2025	14.00 AM
Bid Submission End Date	16.10.2025	11:00 AM
Bid Opening Date	17.10.2025,	11:00 AM

6. The Technical bid will be opened OFFLINE mode by this Office. The tenders will be short listed after due physical verification of the premises upon their fitness and technical competency. The "Financial



Bids" of those bidders who are short listed on the basis of their Technical Bids which are suitable for the office requirement will be opened OFFLINE. For any inquiry, please contact the Superintendent (Adm.) of Customs Division, Jamnagar OR Administrative Officer, Office of the Deputy Commissioner of Customs Division Jamnagar, 2nd Floor, Customs Preventive Office Building, Nr. Victoria Bridge, Jamnagar-Rajkot Highway, Jamnagar-361001 on any working day between 10.30 AM to 6.00 PM.

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

This is issued with the approval of the Commissioner, CCP, Jamnagar.

*Renu Damor*

(RENU DAMOR) 25.09.2025

DEPUTY COMMISSIONER  
CUSTOMS DIVISION, JAMNAGAR

Copy to: -

- ✓ 1. The Superintendent (System), Customs (Prev.), HQ. Jamnagar for publishing the same on Departmental Website(s) of CCP, HQ. Jamnagar.
2. Superintendent, Customs House -Salaya, for publishing the same on Notice Board of CH-Salaya.
3. Office Notice Board of CCP, HQ., building, Jamnagar.

#### Annexure-A

#### TERMS & CONDITIONS OF THE TENDER

1. The Tender shall be submitted only through OFFLINE to the Administrative Officer, Office of the Deputy Commissioner, Customs Division Jamnagar, 2nd Floor, Customs Preventive Office Building, Nr. Victoria Bridge, Jamnagar-Rajkot Highway, Jamnagar-361001, in two parts viz. Technical Bid and Financial Bid. The details are as below: -

##### 1. Technical Bid:

The first part should be the "Technical Bid" which should contain technical parameters like address of the building, Carpet area design of the premises, parking place etc., as mentioned in Annexure-B of the Tender Notice, under the sign and seal of the bidder with Telephone/Mobile No., address, PAN No., etc. The Technical Bids will be opened on **17.10.2025 at 11:00 hrs.** on offline mode at Customs Division Jamnagar.

##### 2. Financial Bid:

The second part should be the "Financial Bid" which should contain the details such as rent proposed to be charged and other details as mentioned in Annexure-C. **The rate shall be quoted in in Rupees for Per**



**Month. Per Sq. Ft. of the offered carpet area (BOQ). Inclusive of all types of Maintenance Facility and Exclusive of Municipal Tax, GST, as applicable.** The "Financial Bids" of Technically Fit Bidders, who are short listed on the basis of their Technical Bids, will be opened OFFLINE. The scheduled date and time of Financial Bid Opening Date will be notified to all Technically Fit Bidders through SMS on registered Mobile No., after evaluation of Technical Bid.

2. **A pre-bid meeting with all interested bidders is proposed to be conducted on 17.10.2025 by 10:30 AM** at office of the Deputy Commissioner, Customs Division Jamnagar, Customs Preventive Office Building, Nr. Victoria Bridge, Jamnagar-Rajkot Highway, Jamnagar-361001. All bidders are requested to attend the pre-bid meeting. Only Authorized Signatory will be allowed to attend the said meeting.
3. The following documents should be enclosed with the technical bid:
  - i. Scanned copy of entire Tender Documents, signed and sealed on all pages.
  - ii. Scanned copy of Earnest Money Deposit (EMD) of Rs. 20,000/- in favour of the Deputy Commissioner, Customs Division Jamnagar. (Original D.D. / Cheque towards EMD should be submitted to the Deputy Commissioner of Customs Division Jamnagar, Customs Preventive Office Building, Nr. Victoria Bridge, Jamnagar-Rajkot Highway, Jamnagar-361001.)
  - iii. Copy of PAN No., TAN No. of original owner of the premises, if any.
  - iv. Copy of GST Registration Number, if any
  - v. Proof that the applicant is the original owners or lease holders.
  - vi. Copy of the Affidavit or Power of Attorney Holder to the effect that the premises offered on rent is free from all encumbrances.
  - vii. Undertaking from the owner indicating the period and time when the accommodation could be made available for occupation after signing the agreement.
  - viii. Copy of the Completion and Occupation Certificate issued by the Competent Authority.
  - ix. All necessary documents as required in Annexure – B (Technical Bid).
4. All Column in the Tender Documents 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. The Deputy Commissioner, Customs Division Jamnagar has right to reject incomplete tender or in the event of any of the particulars being found incorrect.
5. The building offered should be centrally located within the limits of Salaya City and at the Prime Location preferably at the locations near the Bus stand / Railway Station / Commercially Developed area.
6. **The premise should be Commercial use plan duly sanctioned by the Competent Authority and in ready to occupy condition. The**



**Completion and Occupation Certificates issued by the Competent Authority should be attached with Technical Bid. Offering of Residential Space / Portion for hiring will not be considered and will be rejected on Technical Ground.**

7. Usable carpet area of the building should be approximately 83 Sq. Mtr. / 893 Sq. Ft.
8. The building should have sufficient vehicle parking for 2 to 3 cars and 05 to 06 Motorcycles of officers also enough parking space for visitors.
9. There should be proper Cabins / Partitions and complete Electrical Fitting available in premises to connect the Computer, Printers, Xerox and other office gadgets etc., used by Customs House Salaya office.
10. The ambience of the building should be elegant with good air circulation. There should be adequate natural lighting at the campus / compound.
11. **The premises should be free from encumbrances, encroachment and should have wide approach road. Non-encumbrance certificate should be attached with the Technical Bid.**
12. Before acceptance of the Technical Bid, all the documents and space / building shall be inspected by a Committee authorized by the Commissioner, CCP, Jamnagar.
13. The building should have separate toilets for ladies and gents. Further, at least one Rooms should have attached toilet facility.
14. There should be provision for 24 hrs water supply, including adequate supply of water for toilets, washbasins and housekeeping and other cleaning purposes etc.
15. The building should have proper fire safety measures and security measures on each floor as per the legal requirement.
16. The premises should have suitable and uninterrupted power supply for office as well as common area. The electric power supply specifications should be indicated clearly in the Technical Bid.
17. There should be adequate open space for installation of generators and there should be provision for connecting the same to the main power supply lines with auto change over facility as and when there is a power failure.
18. All services such as lifts, power supply, plumbing, adequate toilet facility, sewage, firefighting equipment, telephone connectivity etc should be in fully operational condition at the time of submission of the offer by the bidder.
19. All internal and external walls should be well painted with good quality paint at the time of handing over the premises to the department.
19. The flooring should be decent and elegant.
20. The department, if need be, would be free to make partition/construct cabins/ rooms as per our requirement. The expenses of this work will be borne by the Owner.
21. **Only legal owners/holder of the power of attorney from the legal owners of the premises needs to respond. Bids from brokers or real estate agents will not be accepted under any circumstances.**



22. The building should meet all other safety norms like earthquake resistance, flood, etc. required under the existing law. The property should be insured against all types of damages during the entire period of contract by the owner of the building.
23. First, the Municipal Property Tax and GST leviable on the subject premises will be paid by the owner to the respective authorities after that the same amount will be reimbursed to the owner by this Department after submitting the original proof of payment. The electricity bills and water bills as per actual consumption will be borne by the department. All other expenses other than above mentioned shall be paid by the owner. The electricity used for passage or out of office area, common lifts, society/building maintenance etc. will be borne by the owner.
24. The charges / expenses for the maintenance (civil, electrical, plumbing, lift, parking space, etc.), if any, incurred in the future will be borne by the building owner.
25. **The Commissioner, CCP, Jamnagar reserves the right to reject any or all of the bids so received at any stage without assigning any reason.**
26. **The Commissioner, CCP, Jamnagar has the right to terminate the contract any time before the expiry of contract period by giving one month's advance notice in writing without assigning any reason.**
28. **The monthly rent amount of the successful bidder will be decided as under: -**
  - a. The rent proposed by the house owner or as certified by the CPWD/Competent authority or as per the negotiation with the house owner/building owner, whichever is less will be accepted /fixed.
  - b. The rent fixed and agreed mutually shall be effective for 3 (three) years and on expiry of 3 years from the date of lease the rent may be revised on the request from the owner and as per the applicable rules in this regard.
29. **LEASE AGREEMENT AND VALIDITY OF AGREEMENT:** The Agreement of the building being hired will be executed in the Standard Lease Agreement format prescribed by the Ministry / Board and the validity of the same shall be for three years from the date of the agreement.
30. The bid offer shall include the interior works done by the owner, ready built cabins / cubicles suitable to the department or promise to make cabins as per requirement of the department. The bidder shall be responsible to calculate the grand total considering all the aspects in the financial bids. The department shall not take any responsibility for calculating the grand total on the financial bids.
31. The offer should remain valid for 6 months. During the validity period of offer the bidder should not withdraw / modify the offer in terms of area and prices and other terms and conditions quoted in the technical or financial bids. Bidder has to submit an undertaking on



Non-Judicial Stamp Paper of requisite value duly signed by the Legal Owner or his power of Attorney holder. The bidder shall not back out / cancel the offer / offers made to the Deputy Commissioner of Customs Division Jamnagar during the validity period.

*Renu Damor.*  
25.03.2025  
(RENU DAMOR)

DEPUTY COMMISSIONER  
CUSTOMS DIVISION, JAMNAGAR

**ANNEXURE - B**

**TECHNICAL BID PROFORMA**

1.	Full particulars of the legal owner (s) / Owner(s) of the Premises.	
	A. Name	
	B. Address of the office and residence of the owner of the premises	
	C. Telephone No.	
	D. Mobile No.	
	E. E-mail address	
	F. Fax No.	
	G. PAN No. (Copy should be attached)	
	H. Location and full address of the accommodation offered on rental basis.	
2.	Full particulars of the persons(s) offering the premises on rent / lease and submitting the tender	
3.	Status of the applicant with regard to the accommodation offered for hiring (enclosed power of attorney if the applicant is other than the owner)	
4.	Type of building (Commercial or residential)	
5.	Landmarks near the premises offered on rental basis	
6.	Data of completion of construction (Construction certificate should be attached)	



7.	Detailed approved plan of the accommodation (Copy should be attached)		
8.	Total Usable carpet area of the premises offered on rental basis		
9.	Exact Built-Up Area		
10.	No. of floors in the building with usable carpet area		
11.	Usable Carpet Area per room / open space (with drawing showing the measurements in Sq. Ft.)		
12.	No. of lifts available in the building with carrying capacity		
13.	Details of Power Backup facility to operate lifts (Capacity should be indicated)		
14.	Details of firefighting equipment installed in the building with capacity, specification and make etc.		
15.	Other facilities and amenities available in the building		
16.	Size (in Sq. Ft. / Sq. Mtr.) of parking area with drawing		
17.	Whether the parking area is having proper roofing (give details of roofing etc. provided)		
18.	Whether the accommodation offered for rent is free from litigation, including disputes with regards to ownership		
19.	Pending Taxes, Electricity Charges or other dues, if any pending		
20.	Clearance / no objection certificate from all relevant Central / State / Municipal Authorities and Fire Department for use as office / Commercial Premises confirming the Municipality Laws. (Copy should be attached)		
21.	Whether Drinking Water is available round the clock		
22.	Details of underground and overhead tanks alongwith details of electrical motor etc. provided		
23.	Whether sanitary and water supply installations have been provided		
24.	No. of toilets and its area in Sq. Ft.		
25.	No. of bathroom and its area in Sq. Ft.		



26.	No. of rooms with attached toilet (Drawing and measurements)	
27.	Sanctioned Commercial Electricity Load with relevant supporting papers	
28.	Specifications of electrical fitting provided in each room and open space (No. of plugs etc. with capacity)	
29.	Specifications of electrical fittings provided in the open space within the building and outside the building, parking space etc.	
30.	Whether fans have been provided in all rooms, if Yes give the Nos. of fans, room wise, including open space within the building	
31.	Details of power backup facility	
32.	Details of safety mechanisms	
33.	Details of safety mechanisms provided in the building	
34.	Whether the building is earth quake resistant, if YES, please provide a certificate from the competent authority (Copy should be attached)	
35.	Any other salient aspect of the building which the party may like to mention	
36.	Details of surrounding of the building (east, west, north & south)	
37.	Date of painting done on the internal and external walls, doors and windows of the building	
38.	Specify the type of the floor (Whether the floor is of vitrified tiles/ marble/granite etc.)	
39.	Whether the owner has any objection in construction of rooms / cabins / partitions by the department as per the requirement	
40.	Specify the date of Insurance of the property valid up to (attach copy of the insurance documents)	
41.	Width of the approach road on which the building is located	



42.	Whether the premises is vacant and available in "ready to occupy condition"	
43.	Specify regarding any hazards – industrial or otherwise, if any, associated with the building or surroundings which are harmful for human.	
44.	Name of the documents attached with the Technical bid in support of the above.	

### **DECLARATION**

I / We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my 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.

(Signature of the Legal Owner / Power of Attorney Holder)

### **List of enclosures:-**

Attested photocopies / certified true copies of the following documents are required to be annexed with the Technical Bid. Technical bids received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents /certificates shall be produced at the time of execution of Lease Agreement.

1. "Title Deed" showing the ownership of the premises or copy of agreement with the lad owner.
2. Certified copies of approved drawings from the appropriate authorities or any other competent authority of the area offered for rent / hire, certified copy of Land Deed, Municipal tax receipts and copy of ownership of building.



Affidavit from owners and if tender is submitted by the power of attorney holder, an affidavit from such power of attorney holder regarding accommodation offered for hiring being free from any litigation /liability / pending dues and taxes.

**ANNEXURE - C**

**FINANCIAL BID PROFORMA**

1.	Name of the address of the applicant(s) with Phone Number(s)	
2.	Status of the applicant with regards to building / accommodation offered for hire by the owner or Power of Attorney Holder	
3.	Full Particulars of the Owner	
	Name	
	Address	
	Business Telephone No.	
	Mobile No.	
	Residential Telephone No.	
	PAN Card No. (Attach a Photo Copy of the Pan Card)	
4.	Rent per Sq. Ft. / Sq. Mtr. of the usable carpet area per month as mentioned in the technical bid (in Indian rupees). The rent will be inclusive of maintenance facility and exclusive of House Tax (Property / Municipal) and CGST as applicable	



**DECLARATION**

I / We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my 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.

(Signature of the Legal Owner / Power of Attorney Holder)