



Basic Details

Organisation Chain	National Small Industries Corporation		
Tender Reference Number	NSIC/ BO-BOG/ Lease/ 2026-27/ SO/ 01		
Tender ID	2026_NSIC_845533_1	Withdrawal Allowed	Yes
Tender Type	Limited.	Form of contract	Fixed-rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028
2	Finance	.xls	Fin Bid for Limited Tender Enquiry for Hiring Of Office Space at Kundli Ind Area, Sonipat, Haryana

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

Work /Item(s)

Title	LIMITED TENDER ENQUIRY FOR HIRING OF OFFICE SPACE AT KUNDLI INDUSTRIAL AREA, SONIPAT, HARYANA-131028				
Work Description	LIMITED TENDER ENQUIRY FOR HIRING OF OFFICE SPACE AT KUNDLI INDUSTRIAL AREA, SONIPAT, HARYANA-131028				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	1	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	1825
Location	SCO,HSIIDC Complex, Kundli Ind. Area,Sonipat	Pincode	131028	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Branch Office Gurugram
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	21-Jul-2026 11:15 AM	Bid Opening Date	05-Aug-2026 12:00 PM
Document Download / Sale Start Date	21-Jul-2026 11:30 AM	Document Download / Sale End Date	04-Aug-2026 06:00 PM
Clarification Start Date	21-Jul-2026 11:35 AM	Clarification End Date	24-Jul-2026 06:00 PM
Bid Submission Start Date	21-Jul-2026 11:35 AM	Bid Submission End Date	04-Aug-2026 06:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028	447.17	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Revised Hiring of Office space - Kundli.pdf	Tech Bid for Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028	447.17
	2	Additional Documents	BOQKUNDLI.pdf	Fin Bid for Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028	173.38

Tender Inviting Authority

Name	Senior Branch Manager
Address	Branch Office Gurugram Plot No. 69,1St Floor,IDC,Sector-16, M.G.Road Gurugram-122001



**LIMITED TENDER ENQUIRY FOR HIRING OF OFFICE
SPACE AT KUNDLI INDUSTRIAL AREA, SONIPAT,
HARYANA-131028**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A Government of India Enterprise)
Gurugram, Haryana-122001**

Weblink: NSIC web site: <https://www.nsic.co.in/Tenders/Index>
and CPP Portal: <https://eprocure.gov.in/epublish/app>



**National Small Industries Corporation Ltd.
Branch Office: Gurugram
(A Govt. of India Enterprise)
Plot No. 69,1st Floor,IDC,Sector-16
M.G.Road
Gurugram-122001**

Website: www.nsic.co.in E-mail: bogur@nsic.co.in Phone:9811826857

Ref No. NSIC/BO-Gurugram/Lease/2026-27/SO/01

Date: 21/07/2026

M/s. -----

Sub: Limited Tender Enquiry for Hiring Of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028

Sir,

Bid document in respect of the above mentioned works containing pages as detailed on page 6 (Index) are forwarded herewith.

Please note that tender is to be delivered in the office of Senior Branch Manager, National Small Industries Corporation Ltd. Branch Office Plot No. 69,1stFloor, IDC, Sector-16 ,M.G. Road Gurugram-122001on or before 04/08/2026 up to 6.00 P.M.

The Bid should be signed on each page, dated and witnessed in all places provided for in the documents. All other papers should be initialed

This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected service providers. Unsolicited offers are liable to be ignored.

Further, no consideration shall be given for delay in submission of bids and hence, bids submitted after the due date and time will not be considered for further evaluation.

The person, signing the bid on behalf of company/ firm or on behalf of another person shall attach with bid a certified copy of proper authority/ power of attorney on a non-judicial stamp paper of requisite value duly executed in his favor by such person, company/ firm and must state specifically that he has authority to sign such bids for and on behalf of such person or company /firm as the case may be, and in all matters pertaining to the contract.

This letter shall form part of the “**CONTRACT**” and must be signed and returned along with the tender documents.

Yours faithfully

Senior Branch Manager, Gurugram

NOTICE INVITING TENDER

Ref: - NSIC/BO-Gurugram/Lease/2026-27/SO/01

Date: 21/07/2026

Sub: Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028

Sealed item rate limited tenders as per details mentioned hereunder, are invited for hiring of office space at Kundli Industrial Area, Sonipat, Haryana-131028.

Bidders must carefully read and understand the complete bid document before submitting their Bid: -

S. No.	Description	Details
1	Name of limited bid	Limited Tender Enquiry for Hiring Of Office Space At Kundli Industrial Area, Sonipat, Haryana-131028
2	Documents to be submitted with Technical Proposal (Envelope-I)	1) Copy of Aadhaar 2) Copy of GST Registration 3) Copy of PAN card. 4) Copy of Title deed or Ownership documents 5) Building layout 6) Latest Electricity Bill 7) Copy of Technical Bid Format-Annexure I
3	Last Date & Time for Bid Submission	04/08/2026 up to 6.00 P.M.
4	Opening of Technical Bids (Date and Time)	05/08/2026 at 12.00 P.M.
5	Time Limit for handing over Possession of the premises from the date of signing the contract.	30 days
6	Lease period/ Contract period	As mentioned in the terms and conditions of the contract.
7	Lock in Period	6 months from the date of lease agreement
8	Notice period for termination of contract	With one month notice period ,post lock in period
10	Availability of Bid Document	Bid document may be downloaded from Web page: epublishing System, Government of India or https://www.nsic.co.in/Tenders/Index

Bids must be signed & stamped by the Authorized signatory on each page will only be accepted. Bids after due date & time will not be accepted.

Tenders from intermediaries or brokers shall not be entertained.

Further, no consideration shall be given for delay in submission of bids and hence, bids submitted after the due date and time will not be considered for further evaluation.

The person, signing the bid on behalf of company/ firm or on behalf of another person shall attach with bid a certified copy of proper authority/ power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/ firm and must state specifically that he has authority to sign such bids for and on behalf of such person or company/ firm as the case may be, and in all matters pertaining to the contract.

Canvassing in any form will disqualify the tenderer.

Shortlisted tenderers will be informed in writing/ email by NSIC for arranging site inspection of offered premises.

NSIC reserves the right to accept or reject any or all tenders/ offers without assigning any reason thereof, at any stage.

Senior Branch Manager
BO-Gurugram



National Small Industries Corporation Ltd.

Branch Office: Gurugram

(A Govt. of India Enterprise)

Plot No. 69, 1st Floor, IDC, Sector-16

M.G. Road

Gurugram-122001

Website: www.nsic.co.in

E-mail: bogur@nsic.co.in Phone: 9811826857

Ref: - NSIC/BO-Gurugram/Lease/2026-27/SO/01

Date: 21/07/2026

INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF BIDS

The expression "Bid Notice" referred to in the Bid Documents shall be deemed to include any Notice/ Letter Inviting Bid with respect to the work forming the subject matter of the documents and vice-versa.

The bid complete in all respects shall be submitted in the following address on or before 04/08/2026 up to 6.00. P.M. The Bid should be signed on each page, dated and witnessed in all places provided for in the documents. All other papers should be initialed.

**Senior Branch Manager,
National Small Industries Corporation Ltd.,
Branch Office Gurugram,
Plot No. 69, 1st Floor, IDC, Sector-16
M.G. Road
Gurugram-122001**

The bidders should submit their responses in two separate sealed envelopes, super scribed with **"Bids for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028"**

Envelope-I: Technical Bid

Envelope-II: Price Bid

Envelope-I :The participating Bidder has to submit Technical Bid complete in all respect with requisite covering letter with required supporting documents as mentioned in NIT (Notice Inviting Tender) point no 2 duly signed & stamped on each page by authorized signatory without any conditions, otherwise the offer shall be summarily rejected. No price details should be given or hinted at in the Technical Bid. Bid with such details shall be summarily rejected.

Envelope-II: It shall contain only Price Bid in prescribed format and no conditions i.e. deviations/ assumptions/ stipulations/ clarifications/ comments/ any other request whatsoever shall be submitted in this envelope. Conditional offers will be rejected.

**Senior Branch Manager
BO-Gurugram**

National Small Industries Corporation Ltd.

Branch Office: Gurugram
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Plot No. 69, 1st Floor, IDC, Sector-16
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Date: 21/07/2026

INDEX OF BID DOCUMENTS

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TERMS AND CONDITIONS

1. The building in which office space is offered should have basic amenities: - Toilet, Water Supply Arrangement, availability of space to put signage board of NSIC, may be nearby market place or banks, Availability of Separate Electricity Meter, Electricity Load Capacity, Parking space, Year of construction should not be more than 20 yrs. with availability of space to put signage board of NSIC, the requirement is for 700 Sq. ft approx. Offered space on Monthly rental basis at Kundli Industrial Area. Area must be ready to move in.

In case of damage to the leased/ hired property due to any natural calamities, rioting etc. NSIC will not undertake to compensate the loss or damage incurred to the owner of the property.

2. The bidder must be the legal owner or a duly authorized representative.
3. Property must be legally compliant with local development norms.
4. Lease Period- Minimum 11 Months.
5. Lock-in Period: 06 Months from the date of lease agreement.
6. Rent: Payable monthly in advance through NEFT/RTGS before the 7th of every month subject to taxes as applicable .
7. No other charges whatsoever shall be paid by NSIC on any account subsequently i.e. maintenance of building premises, parking, common area, signage display or any other account etc.
8. Taxes: Property Tax, Municipal Tax shall be inclusive. GST shall be paid to lessor on production of requisite documents. Electricity bill as per consumption after production of requisite documents.
9. Maintenance: Owner responsible for structural maintenance; tenant for internal upkeep.
10. Registration and stamp duty charges will be shared equally between lessor and NSIC (50:50).
11. Joint measurements will be taken in the presence of NSIC officials and tenderer/ authorised representative for finalizing the carpet area.
12. Security Deposit: 2 months' rent (refundable).
13. There will be Increment in rent by 5% on every year.

14. Termination: With 1-month notice post lock-in period.
15. Possession of the building in the ready to move condition will be handed over to NSIC within 30 days from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.
16. The bids not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
17. The validity of the offers shall be 90 days from the last date of submission of offer.
18. The initial period of agreement will be for 11 months which may be further extended on mutual consent on same terms & conditions.
19. NSIC will not pay agency charges for hiring of office space.
20. During the lease period, if NSIC desires to carry out any addition and alteration works at its own cost as per the requirement of NSIC, lessor shall permit the same on the existing terms and conditions and obtain any permission, if required, from local authority.
21. The contract can be cancelled if, Tenderer enters into a contract with NSIC in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the Accepting Authority/Engineer- in-Charge; or Offers or gives or agrees to give to any person.

Evaluation Matrix

Technical Evaluation Criteria:

1. Location Suitability (30 marks)
2. Amenities and Accessibility (30 marks)
3. Building Condition and Layout (30 marks)
4. Availability of Parking (10 marks)

Total Marks: 100

Minimum Qualifying Marks: 65

Financial Evaluation Criteria:

Lowest quote among technically qualified bidders will be selected (L1 basis).

Evaluation Matrix in Detail

1. Location Suitability (Max Marks: 30)			Tick mark whichever is applicable
Sub-Criteria	Parameter / Metric	Marks Allocated	
Proximity to National Highway (NH)	≤1000 meters	15 Marks	
	>1000 meters and ≤1.5 km	10 Marks	
	>1.5 km and ≤3 km	5 Marks	
	>3 km	0 Marks	
Proximity to Public Transport / Landmark (e.g., Banks, Markets)	≤1000 meters from nearest bus stop/major junction	15 Marks	
	>1000 meters and ≤1 km	10 Marks	
	>1 km	5 Marks	
2. Amenities and Infrastructure (Max Marks: 30)			
Sub-Criteria	Parameter / Metric	Marks Allocated	
Dedicated Electrical Load	≥10 kW dedicated load capacity	15 Marks	
	≥04 kW and <10 kW dedicated load capacity	10 Marks	
	<04 kW load capacity	0 Marks	
Toilets / Basic Amenities	Separate, dedicated Western toilets	15 Marks	
	Common/Shared toilets on the same floor	5 Marks	
	No attached toilet facility on the floor	0 Marks	
3. Building Condition and Layout (Max Marks: 30)			
Sub-Criteria	Parameter / Metric	Marks Allocated	
Age of Construction	New Building (≤5 years since completion)	10 Marks	
	Mid-age Building (>5 years and ≤12 years)	7 Marks	
	Older Building (>12 years and ≤20 years)	4 Marks	
	>20 years	0 Marks	
Floor Level & Accessibility	Ground Floor	10 Marks	
	First Floor / Higher Floors	7 Marks	
	Higher Floors without a	0 Marks	

	passenger lift		
Layout Efficiency (Carpet Area shapes)	Semi-partitioned area/Semi furnished	10 Marks	
	Single undivided open hall /Un-furnished	5 Marks	
	Highly fragmented rooms/obstructed layout	2 Marks	
4. Parking Space Capacity (Max Marks: 10)			
Sub-Criteria	Parameter / Metric	Marks Allocated	
Dedicated Four-Wheeler slots	≥2 dedicated/reserved four-wheeler parking spaces	5 Marks	
	1 to 2 dedicated/reserved four-wheeler parking spaces	3 marks	
	Only unreserved street/common parking available	0 Marks	
Dedicated Two-Wheeler slots	≥3 dedicated two-wheeler parking spaces	5 Marks	
	3 to 5 dedicated two-wheeler parking spaces	3 Marks	
	<3 dedicated two-wheeler parking spaces	0 Marks	

To,

Annexure -I

Senior Branch Manager,
National Small Industries Corporation Ltd.,
Branch Office Gurugram
Plot No. 69,1st Floor, IDC, Sector-16, M.G.Road
Gurugram-122001

Subject: Submission of Bid for Leasing Office Space at Kundli Sonipat, Haryana-131028.

This offer is with reference to the limited tender No. NSIC/BO-Gurugram/Lease/2026-27/SO/01, Dated floated by National Small Industries Corporation Limited (NSIC) Branch Office Gurugram Plot No. 69,1st Floor, IDC, Sector-16, M.G.Road Gurugram-122001 for taking office space on Lease / Rent basis at Kundli Sonipat ,Haryana-131028 .

The details of the premises offered are as under:

Details of the Premises offered

S. No	Particulars	Details
1	Details of Firm/ Builder/ Owner/Representative	
1.1	Name of the Bidder	
1.2	Full Address of the Bidder with Pin code	
1.3	Phone No	
1.4	Email id	
1.5	Constitution of Bidder/ Firm (Proprietary/ Partnership/ Pvt Ltd/ Public Ltd etc.)	
1.5.1	Permanent Account Number (PAN)	
1.5.2	Valid GST registration No.	
1.5.3	Name & Designation of the Contact Person to whom all references shall be made regarding this Tender	
2	Details of Property	
2.1	Name of the Owner	
2.1	Address	
2.2	Phone no	
2.3	Name of the Building	
2.2	Location & Address of the Property	

2.3	Usage of the Property (as approved by CA)	
2.3.1	Residential / Commercial	

Layout Plan/ Building plan of proposed premises to be enclosed with Tender		
3	Building	
3.1	Type of Building: (Commercial/Semi commercial)	
3.2	Floor on which the offered premises is located	
3.5	Area of premises offered per unit a. Total Built-up area b. Carpet area	_____ Sq. ft. _____ Sq. ft.
3.6	Year of Construction	
4	Technical Specifications	
4.1	Electrical Load Capacity (in KW)	
4.2	Availability of Separate Electricity Meter (Yes/ No)	
4.3	Water Supply Arrangement	
5	Common Services	
5.1	Car Parking Space	Reserved/ Open
5.2	Electricity or Power Supply available	Yes/ No
5.3	24 hrs. Water / Overhead tanks available	Yes/ No

I/We hereby confirm that all the terms and conditions specified with respect to this Tender are acceptable to me. I/We further confirm that all the required details have been furnished by me/ us and if this Tender form is incomplete in any respect on my part, then the same is liable to be rejected at the discretion of NSIC Limited.

I/We are aware that NSIC is not bound to accept the Tender and will not be required to give any reason for rejecting this Tender.

I/We further certify that I am an authorised signatory of my company and am, therefore, competent to submit the details towards this Tender.

Yours faithfully,

(Signature of the owner) Printed Name:

Designation:

Seal:

Price Bid

Ref: - NSIC/BO-Gurugram/Lease/2026-27/SO/01

Place; Kundli, Sonipat

Tender Inviting Authority; National Small Industries Corporation Limited, BO Gurugram

Subject: Submission of Bid for Leasing Office Space at Kundli Sonipat, Haryana-131028.

S.no	Particulars	Details
1	Bidder Name	
2	Premises Address	
3	Floor level	
4	Carpet Area of the Premises offered (Sq. ft) (A)	
5	Monthly Rate Per Sq. Ft. of carpet area (In Rupees) (Excluding GST) (B)	
6	Agreement Period (In Years)	
7	Security Deposit (In Months)	
8	Lock in Period	
9	Maintenance Charges (if any)	
10	Outgoes such as Municipal taxes, House tax, Property tax, cess (if any) (C)	
11	Gross Rent per sq ft carpet area (Rs. In figure and Words) (D= B+C)	
	Total Monthly Gross Rent (E=A*D)	

Note:-

- Tenderers shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp duty charges will be shared equally by the Lessor and the Lessee (50:50).
- Carpet Area Rate: The Carpet Area Rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/ cess present and future – House tax, Property tax and Municipal taxes, Signage display charges etc., other than GST) Maintenance Charges and Service Charges like Society Charges etc. The rent will

be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance before 7th of every month.

- c. Carpet Area Measurements: The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of NSIC official and Tenderer/Authorized representative for finalizing the carpet area.
- d. Validity of Offer: The offer should remain valid at least for a period of 90 days to be reckoned from the date of opening of "Technical Bid":
- e. GST Charges shall be paid extra on submission of requisite documents.
- f. Income Tax will be deducted at source at prevailing rate.
- g. Water & Electricity charges shall be paid as on actuals by lessee.

Date:

Signature & Seal of the authorised Person:



National Small Industries Corporation Ltd.
Branch Office: Gurugram
(A Govt. of India Enterprise)
Plot No. 69, 1st Floor, IDC, Sector-16, M.G. Road
Gurugram-122001

Website: www.nsic.co.in
E-mail: bogur@nsic.co.in Phone: 9811826857

Annexure - III

Covering Letter

To,

Senior Branch Manager,
National Small Industries Corporation Ltd.,
Branch Office Gurugram,
Plot No. 69, 1st Floor, IDC, Sector-16, M.G. Road
Gurugram-122001

Subject: Submission of Bid for Leasing Office Space at Kundli Sonipat, Haryana 131028

Sir,

With reference to the Tender No. NSIC/BO-Gurugram/Lease/2026-27/SO/01 dated 21/07/2026 I/We hereby submit our proposal for leasing office space as per the terms and conditions mentioned therein. All required documents, technical and financial bids are enclosed herewith. I/We agree to abide by the terms and conditions mentioned in the Tender.

Thanking you,

Yours sincerely,

[Authorized Signatory]

Name:
Designation:
Contact:
Seal:

Annexure - IV

No Deviation Certificate

I/ We certify that the bid submitted is strictly as per the terms and conditions and specifications of the Tender. There is no deviation in any form.

I/ We agree that any deviation in the bid shall make the bid liable for rejection.

Date: _____

Place: _____

Signature: _____

Name: _____

Designation: _____

Seal: _____

Annexure - V

UNDERTAKING

I understand that any permission required from any Government Body, Payment of pending taxes, Fees (if any) will be cleared by me before signing the lease agreement in case my property is selected after opening of Financial Bid. I further understand that my bid is liable to be cancelled, if I fail to comply with the above and provide any NOC from any Govt department (if desired by NSIC) within 15 days of intimation.

Signature of Tenderer with seal

Date: _____
Place: _____

FORM OF TENDER DECLARATION

To

Senior Branch Manager,
National Small Industries Corporation Ltd.,
Branch Office Gurugram,
Plot No. 69, 1st Floor, IDC, Sector-16, M.G. Road
Gurugram-122001

I/We have read and examined the complete Tender document relating to “Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028”

I/We have carefully read and understood all the terms and conditions of the Tender and hereby convey my unconditional acceptance of the same.

We hereby submit the proposal for leasing out office space as per the terms and conditions mentioned in the Tender document.

We agree to keep our Proposal open for acceptance for 90 days from the date of opening of technical proposal.

Should this Proposal be accepted, we agree to abide by & fulfill all the terms conditions of aforesaid Tender document including all its parts and components, in full.

If our Proposal is accepted and we fail to lease out office space as per the agreed terms & conditions, we agree that the Tender Inviting Authority shall without prejudice to any other right, terminate our selection and suspend us from being eligible for bidding in any tender of Inviting Authority for 2 years.

The information / documents furnished along with the above Proposal are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our Proposal at any stage besides initiation of any other action under terms of this Tender and/or appropriate law.

Signature of bidder _____
Duly authorized to sign the Tender

Dated _____
Address _____

Note: The above declaration, duly signed and sealed by the authorized signatory of the entity on its letter head, should be uploaded with Proposal.