



NATIONAL SMALL INDUSTRIES CORPORATION LTD.

BRANCH OFFICE: LUCKNOW

(A Govt. of India Enterprise)

503, 5th Floor, Shriram Tower, 13, Ashok Marg, Hazratganj, Lucknow-226001

Website: www.nsic.co.in E-mail: bolucknow@nsic.co.in Phone: 0522-2288803

Tender No. NSIC/LKO/Rent/(1)/19-20

Date: 29.01.2020

Notice Inviting Tender for Hiring of Office Premises for Branch Office, Lucknow

National Small Industries Corporation Ltd. (A Govt. of India Enterprise) is looking for un-furnished office premises for its Branch office at Lucknow. Quotations are hereby invited in single stage, two envelope method from the interested Firms/Agencies/Individuals offering the desired office space **with built-up area of 1200sq. fts. to 1500 sq.fts. (built up area)** preferably in a prominent place alongside any main road in Lucknow. **Preference shall be given to Government owned Building or property. Interested Bidders may collect the Tender in hard copy from BO Lucknow or download the detailed tender documents from our website at www.nsic.co.in or Central procurement portal www.eprocure.gov.in from 29.01.2020 onwards, fill-up properly and submit. Last date for submission of tender is 18.02.2020 upto 1400 Hrs.**

Branch Manager
NSIC Ltd., B.O Lucknow



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Date: 29.01.2020

Tender for Hiring of Office Space for Branch office. Lucknow

National Small Industries Corporation Ltd. (A Govt. of India Enterprise,) is looking for un-furnished and ready to move infrastructure for its Branch office at Lucknow. Quotations are hereby invited from the interested firms/ agencies /individuals offering **un-furnished** office space **with built-up area of 1200sq. fts. to 1500 sq.fts. (built up area)** preferably in a prominent place alongside any main road in Lucknow. **Preference shall be given to Government owned Building or property. Please note that any offer/ Bid offering built up area less than 1200 sq feet or more than 1500 sq feet will not be considered.**

The Tender should be submitted in a sealed cover containing two separate sealed envelopes having the Technical Bid and Price Bid in each envelope separately.

TECHNICAL BID

The Technical Bid should contain detail information of the locality and area of the premises, the infrastructure available, the allotted power capacity, water connectivity, clearance from all applicable authorities (Central Govt./State Govt./Local Bodies etc.) and NOCs. Also, all relevant documents/ details as per Point No. 11 of Terms & Conditions and details as per Annexure-1 are to be enclosed.

PRICE BID

The Price bid should clearly mention the offered monthly rent **(should not exceed Rs. 45000/-) including all the applicable taxes** if any as per Annexure-2.

The sealed envelope of Technical Bid and Price Bid should be submitted in one sealed envelope addressing to **Branch Manager, National Small Industries Corporation Ltd, (NSIC) (A Govt. of India Enterprise), 503, 5th Floor, Shriram Tower, 13, Ashok Marg, Hazratganj, Lucknow-226001 (UP)** in the tender box. **The last date and time for submission of the tender documents is 18.02.2020 (Wednesday) till the 1400 Hrs.** The Technical Bid will be opened on the same day i.e. on 18.02.2020 at 1500 Hrs in the presence of the Bidders or their authorized representatives those who wish to remain present during opening of the Technical Bids. The Price Bid will be opened later on of those Bidders only who will qualify based on Technical Bids. The date of opening of Price Bids will be intimated to the technically qualified Bidders via mobile SMS and e-

mail as per email address furnished by them in their respective Technical Bids, keeping a record of it. **NSIC reserve the right to accept or reject any tender/ offer without assigning any reason thereof.** Details of the tender documents are available for download at www.nsic.co.in and also on www.eprocure.gov.in w.e.f. 29.01.2020.

Terms & Conditions for Hiring of office premises for Branch Office, NSIC LUCKNOW

1. The building in which office space is offered should be un-furnished preferably at Ground Floor/ First Floor and should also have all basic amenities like - proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connection. Sufficient wiring and meters should be in place to take-up electricity load for air conditioning of the premises.
2. The offered premises should be easily accessible to physically handicapped and aged visitors/ entrepreneurs.
3. 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.
4. Electricity charges will be paid as per actual bill for the offered premises.
5. The bids will be acceptable from the original owner of the building / property only.
6. The NSIC will not pay any brokerage for the offered property under any circumstances.
7. The lease rental shall be subject to TDS as per the provision of Income Tax Act in force.
8. The bids not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
9. After opening of the Technical Bids, during their evaluation (which includes fulfillment of technical requirements/documents and inspection of the premises) of the same the committee constituted by the Competent Authority of Tender Inviting Office ascertain its suitability for the purpose of establishing the office. In case the committee finds the premises not suitable for the purpose of establishing of office, the Technical Bids submitted by such Bidders will not be evaluated further and the Price Bids of such Bidders will not be opened. The decision of the Competent Authority/ committee in this regard will be final and binding to all Bidders.
10. Possession of the building in the ready to move condition will be handed over to NSIC within 15 days from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.

11. The following documents should be submitted alongwith Tender documents (i.e. with Technical Bid), self-attested with stamp and signature of owner or authorized signatory of the property.
- a. Documents in support of ownership of the building/ land and construction there on.
 - b. Copies of PAN and Aadhaar Cards of the Proprietor/owners of the premises.
 - c. Proof that the applicant is the original owners of the property offered.
 - d. Certificate of authorized signatory from owner of property, owner of firm, society etc., as applicable.
 - e. An affidavit on Non-Judicial stamp paper (of the value as per stamp act) swearing that the space offered is free from all encumbrances/ liabilities/ legal disputes/ claims and litigations with respect to its ownership, lease/renting and that there is no pending payments against the same of any nature including taxes/ duties etc. (in original) to be submitted.
 - f. No objection certificates/clearance certificates/ licenses etc. as applicable from all relevant Central/State Government and Municipal authorities etc., **including Fire department**, for commercial / Institutional/Office/ of the property.
 - g. Copies of approved plan of the building offered with map (including mention of area) duly certified by concerned authority.
 - h. Copy of completion certificate issued by the Competent Authority.
 - i. Updated copies of all Municipal/ other applicable taxes receipts.
 - j. Copy of GST registration certificate, if applicable.
12. The Tender should be submitted in a sealed cover containing two separate sealed envelopes having the Technical Bid and Price Bid in each envelope separately, super scribing Technical Bid, Price Bid and Tender for Hiring of office premises for NSIC B.O, Lucknow, on respective envelopes. The Bidders should not disclose their quoted price in the Technical Bid. The Technical Bid shall consist of all the documents as mentioned at clause no. 11 above and details on prescribed format as per Annexure-1 (and also all the pages of this Tender documents duly signed & stamped by the Bidder as a token of having read, understood and accepted/ agreed all the clauses and other terms and conditions of this tender document) and whereas the Price Bid shall contain their offer rates as per Annexure-2.

- 13.** The validity of the quotations/ offers should be clearly mentioned by the Bidder in the Technical Bid which should be minimum 90 days from the opening date of the Technical Bid.
- 14.** Inventory list of property shall be jointly signed by both the parties for liabilities for furnishings.
- 15.** The premises shall be initially taken on rent for five year period.
- 16.** The expenses of registration of Lease deed/ stamp duty charges shall be borned 50:50 by both the parties.

Tender for offering office premises for NSIC Lucknow.

Ref. No. Tender No. NSIC/LKO/Rent/(1)/19-20

Date: 29.01.2020

Technical Bid		
BIDDER'S DESCRIPTION		
1. Details of Firm /Proprietor /Agency		
1.1	Name of Firm /Proprietor /Agency	
1.2	Full address of Firm/Proprietor/Agency with Pin code	
1.3	GST No. of the Firm/Proprietor/Agency, if applicable.	
1.4	Contact numbers: Telephone No./Mobile No.	
1.5	Email ID of Firm / Proprietor /Agency	
2. Detailed location and address of the premises offered:		
2.1	Address of the Office Space	
2.2	Land Mark of the Office Space	
2.3	Distance from the Main Road in meters	
2.4	Attach layout drawings of the office premises as per tender requirements (Yes/No)	
2.5	Floor no. of the offered premises:	
3. Attached Infrastructure and amenities of the office		
3.1	Built-up Area of offered space in sq. feet	
3.2	Status of offered premises (un-furnished)	
3.3	Nos. of rooms	
3.4	Nos. of toilets	
3.5	Is pantry available (Yes/ No.)	
3.6	Is there attached Air Conditioner (Yes/No.). If yes, mention total nos of ACs.	
3.7	Parking facility available (Yes/No)	
3.8	Electricity connection in Kilo-watt/HP	
3.9	Year of construction / last maintenance done	
3.10	Is the office having regular water supply	
3.11	Is there power backup facility available e.g. Diesel Generator/ Inverters / Solar system etc. , indicate capacity, if available	
3.12	Lease period of five years (YES/NO)	
3.13	Additional infrastructure/Amenities, if any	
4.	Validity of offer, minimum 90days (Yes/No)	

Date:

Signature of the authorized signatory:

Name of Signatory:

Designation:

Official Stamp:

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Price Bid			
Sl. No.	Description	Amount in Rs. (in figures)	Amount in Rs. (in words)
1.	Basic Rent in Rs. per sq. feet		
2.	Basic Rent on the total offered space (in Rs.) Per Month		
3.	Taxes on Rent		
	3.1	GST rate and amount , if applicable	
	3.2	Any other tax(es), rate and amount, (please specify)	
	3.2.1		
	3.2.2		
	Total taxes (in Rs.)		
4.	Maintenance charges, if any (in Rs)		
5.	Water supply charges, if any (in Rs)		
6.	Any other charges, if any (Please specify)		
Gross monthly rent (Rs. in words)			

Further:-

Refundable Security deposit, if any (in Rs.)=

Date:

Signature of the authorized signatory:

Name of Signatory:

Designation:

Official Stamp: