



**NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
BRANCH OFFICE: VISAKHAPATNAM  
(A Govt. of India Enterprise)**

6-67-27/2/3, Opp.Gajuwaka Police Station, Gajuwaka, Visakhapatnam - 530026  
Website: [www.nsic.co.in](http://www.nsic.co.in) E-mail: [visakhapatnam@nsic.co.in](mailto:visakhapatnam@nsic.co.in) Phone: 0891-2758554

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**Ref No. NSIC/VSKP/Tender/PREMISES (1)/22-23**

**Date: 23.08.2022**

**Notice Inviting Tender for Hiring of Office space for Branch Office, Visakhapatnam.**

NSIC, (A Government of India Enterprise) is looking for Un-furnished office premises, with a carpet area of 1200 to 1600 sq. fts. approx preferably in a prominent place alongside main road in areas like Visakhapatnam East, South, North and Gajuwaka zones at Visakhapatnam District. Quotations are hereby invited from the interested Firms / Agencies / Individuals towards offering for the desired office space, mentioning terms & conditions of lease rent, security deposit, maintenance charges, electricity charges, water charges, municipal taxes, lock in period, annual increment, GST etc (if any). Preference shall be given to Government owned Building or property. Interested Bidders may collect the Tender in hard copy from NSIC, Branch Office Visakhapatnam or download the detailed tender documents from our website at [www.nsic.co.in](http://www.nsic.co.in) or Central procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in) from 23.08.2022 onwards, fill-up properly and submit. Last date for submission of tender is 13.09.2022 upto 1400 Hrs.

Branch Manager  
NSIC Ltd.,  
B.O Visakhapatnam

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**Tender for Hiring of Office Space for Branch office. Visakhapatnam**

NSIC, (A Government of India Enterprise) is looking for Un- furnished office premises, with a carpet area of 1200 to 1600 sq.fts. approx preferably alongside main road in areas like Visakhapatnam East, South, North and Gajuwaka zones at Visakhapatnam District. Quotations are hereby invited in single stage, two envelope method from the interested Firms / Agencies / Individuals towards offering for the desired office space, mentioning terms & conditions of lease rent, security deposit, maintenance charges, electricity charges, water charges, municipal taxes, lock in period, annual increment, GST etc (if any). Preference shall be given to Government owned Building or property. Interested Bidders may collect the Tender in hard copy from NSIC, Brach Office Visakhapatnam or download the detailed tender documents from our website at [www.nsic.co.in](http://www.nsic.co.in) or Central procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in) from 23.08.2022 onwards, fill-up properly and submit. Last date for submission of tender is 13.09.2022 upto 1400 Hrs.

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 National Small Industries Corporation Limited (A Govt. of India Enterprise), a Mini – Ratna Public Sector Undertaking, established in the year 1955 having its Registered office at “NSIC Bhavan” Okhla Industrial Estate, New Delhi – 110020, and also having one of its Branch Office at 6-67-27/2/3, Opp.Gajuwaka Police Station, Gajuwaka, Visakhapatnam - 530026 is involved in, for the Growth and promotion of Small Scale Industries throughout the country through its various financial and commercial activities.

The Technical Bid should contain detail information of the locality and area of the space, 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. The Participating bidder has to pay an amount of Rs.3115/- (Rupees Three Thousand One Hundred and Fifteen Only) as Earnest Money Deposit (EMD) in favour of NSIC Ltd B.O. Visakhapatnam by way of Demand Draft (DD). The EMD will be returned to the unsuccessful bidders without interest at the earliest.

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## **PRICE BID**

The Price Bid should clearly mention the offered monthly rent along with yearly increment and including all the applicable taxes (if any) except GST and municipal tax as per Annexure-2, Price Bid.

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, (A Govt. of India Enterprise),6-67-27/2/3, Opp.Gajuwaka Police Station, Gajuwaka, Visakhapatnam - 530026.** in the tender box. **The last date and time for submission of the tender documents is 13.09.2022 till the 1400 Hrs.** The Technical Bid will be opened on the same day i.e. on 13.09.2022 at 1600 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 email 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](http://www.nsic.co.in) and also on [www.eprocure.gov.in](http://www.eprocure.gov.in) w.e.f. 23.08.2022.

## **Terms & Conditions for Hiring of office space for Branch Office, NSIC Visakhapatnam**

1. The building in which office space is offered should be Un- furnished and office space should have reception counter, three Cabin, approximate 7 working table, one store room, one conference, Two toilet along with all basic amenities like - proper water connection / facilities, The owner or deed holder should offer minimum parking space for 1 car and 4 two wheelers to NSIC, adequate fire protection system as per local authority requirements etc. The building should have separate electricity connection. Sufficient wiring and meters should be in place to take-up electricity load for air conditioning of the offered office space.
2. The requirement is for 1200 Sq.Ft to 1600 Sq.Ft offered space should be preferably on the ground floor , First floor and Second floor 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 space.
5. The lease rental shall be subject to TDS as per the provision of Income Tax Act and GST in force.
6. The bids not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.

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- 7.** After opening of the Technical Bids, during their evaluation (which includes fulfilment of technical requirements/documents and inspection of the offered office space) 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 offered office space 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.
- 8.** 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.
- 9.** The following documents should be submitted along with Tender documents (i.e. with Technical Bid), self-attested with stamp and signature of owner or authorized signatory of the property.

  - a.** Layout Plan / Building plan of proposed premises to be enclosed with Tender.
  - b.** Floor plan of the proposed space to be enclosed with Tender.
  - c.** Proof of ownership document and latest tax paid receipt copy to be enclosed
  - d.** Copies of PAN and Aadhaar Cards of the Proprietor/owners of the office space.
  - e.** Copy of GST registration certificate, if applicable.
  - f.** Offered premises should be free from all Mortgages/Charges of Vaisakha Municipal Authorities/Banks and others with appropriate permission to usage the premises. In this regard, the Bidder shall submit an undertaking on Rs.100/- Non Judicial Stam paper.
- 10.** 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 space for NSIC B.O, Visakhapatnam, 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 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.
- 11.** 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.

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12. The initial period of agreement will be for 5 years which may be further extended or another 3 years on mutual consent on same terms & conditions.
13. The expenses of registration of Lease deed/ stamp duty charges shall be borne 50:50 by both the parties.
14. Enhancement in rent-5% per annum
15. The Participating bidder has to pay an amount of Rs. 3115/- (Rupees Three Thousand One Hundred and Fifteen Only) as Earnest Money Deposit (EMD) in favour of NSIC Ltd B.O. Visakhapatnam. The will be refunded to the unsuccessful bidders without interest at the earliest.
16. NSIC will not pay agency charges for hiring of office space.
17. **ARBITRATION CLAUSE:** Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the performance of the contract, any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the existence of the contract or after the termination of the contract, the same shall be referred to the sole arbitrator appointed by the Competent Authority of the Corporation. The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he thinks proper and it shall be the duty of the parties hereto to do or cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract. The law under the Arbitration and Conciliation Act, 1996 as amended by Arbitration and Conciliation (Amendment) Act 2015 shall be applicable to such proceedings.
18. The contract can be cancelled if : Tenderer enters into a contract with the Corporation 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 in Corporation's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for

[Type here]

bearing to do or having done any act in relation to the abstention or execution of this or any other Contract for the Corporation; or Obtains a Contract with the Corporation as a result of ring tendering or other non-bonafide methods of competitive tendering."

- 19.** The gross total charges shall be evaluated to determine the lowest bidder for awarding the order.

**FORM OF TENDER**

**(Annexure – 1)**

**To,**

The Branch Manager  
NSIC Ltd.,  
6-67-27/2/3, Opp.Gajuwaka Police Station,  
Gajuwaka, Visakhapatnam - 530026

Sir,

Sub: Tender for offering the Office Premises on lease /Rent basis at Visakhapatnam.

This offer is with reference to the advertisement released in the press /put up In the tender section of National Small Industries Corporation Limited (NSIC) website [www.nsic.co.in](http://www.nsic.co.in) for taking office space on Lease / Rent basis.

The details of the premises offered are as under;

**Details of the Premises offered**

Sl.No	Particulars	Details
<b>1</b>	<b>Details of Firm/Builder/Owner/Representative</b>	
1.1	Name	
1.2	Address & Phone No:  FAX No, & E-mail address:	
1.3	Constitution of Firm, (Whether Proprietary/ Partnership/Pvt.ltd/Public Ltd./PSU/Individual etc)	
1.4	In case of Company, details of Incorporation of Company and commencement of Business.	Incorporation Date: Ref:  Commencement Date: Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid GST registration No.(If any)	
1.7	Name & Designation of the Contact Person to whom all references shall be made regarding this TENDER	

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<b>2</b>	<b>Details of Property</b>	
2.1	Location &Address of the Property	
	<b>Layout Plan / Building plan of proposed premises to be enclosed with TENDER</b>	
2.2	Usage of the Property (As approved by Competent authority) a. Commercial / Semi Commercial b. Shopping Complex	
2.3	Tenure of the land a. Freehold b. Leasehold c. If leasehold give residual period of lease and name of the title holder	
<b>3</b>	<b>Building</b>	
3.1	Type of Building: (Commercial/Semi commercial)	
3.2	Type of Construction (Load Bearing /RCC/steel Framed)	
3.3	Clear floor height from floor to ceiling	
3.4	Floor on which the offered premises Is located	
3.5	Area of premises offered per unit a. Super Built-up area b. Built-up area c. Carpet area	Sq.ft Sq.ft Sq.ft
	<b>Floor plan of the proposed space to be enclosed with TENDER</b>	
<b>4</b>	<b>Age /Condition of the Construction/Building:</b>	
4.1	Newly Constructed (With in 2 Years)	
4.2	Old Construction – Mention year of completion	
4.3	Under Construction – Mention date of possession	
<b>5</b>	<b>Details of Boundaries and adjacent building:</b>	
5.1	Boundaries of the property a. North b. East c. South d. West	

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<b>6</b>	<b>Parking Space</b>	
6.1	a. car parking space b. No. of car parking c. No. of 2-wheeler parking	Reserved / Open
<b>7</b>	<b>Completion / Occupation certificate (Only for ready premises)</b>	
7.1	Whether completion / occupation certificate is issued by the competent authority	
7.2	Designation of the authority who has issued the completion / occupation certificate	
<b>8</b>	<b>Other Information</b>	
8.1	Whether readymade office premises have been constructed and leased to any government /semi – government institutions / financial institutions earlier/presently - if so names and address of such clients to be given	
<b>8.2</b>	Total power connection (in KW, KVA)	
<b>9</b>	<b>Other Charges – Please Specify</b>	
<b>9.1</b>	Maintenance charges	
	Electricity charges	
	Water charges	
	Any other Charges	

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:

Date:

Business Address:

[Type here]

**Price Bid – 1**

**(Annexure – 2)**

Ref No: NSIC/VSKP/TENDER/PREMISES(1)/2022-23

Place; Visakhapatnam

**Tender Inviting Authority:** National Small Industries Corporation Limited,  
Visakhapatnam

**Sub: Tender offering the office premises on Lease / Rent basis at Visakhapatnam.**

- 1.) Bidder Name : \_\_\_\_\_
- 2.) Premises Address : \_\_\_\_\_
- 3.) Monthly Rate Per Sq.Ft (In Rupees) (Excluding GST) : \_\_\_\_\_  
(In Words) (Excluding GST): \_\_\_\_\_
- 4.) Area in Sq.Ft : \_\_\_\_\_ (In Sq.Ft) \_\_\_\_\_ (In Words)
- 5.) Total monthly rate for offered premises : \_\_\_\_\_ (In Figure) \_\_\_\_\_ (In Words)
- 5.) Floor : \_\_\_\_\_
- 6.) Agreement Period ; \_\_\_\_\_ (In Years)
- 7.) Advance in Months : \_\_\_\_\_
- 8.) Annual Increment of Rent : \_\_\_\_\_ (Percentage)
- 9.) Security Deposit : \_\_\_\_\_ (In Months)
- 10.) Lock in Period : \_\_\_\_\_
- 11.) Maintenance Charges (if any): \_\_\_\_\_
- 12.) Municipal taxes (if any) \_\_\_\_\_.

Note :-

- a. GST Charges shall be paid extra on submission of requisite documents.
- b. Water & Electricity charges shall be paid as on actuals by lessee.

**Note: Offer should be submitted by owner of the Property or authorized representative. Any offer submitted by Property agent or dealer shall not be considered.**

Date:  
Signature & Seal of the authorised Person.

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