

**Tender
for
Leasing out of
Office and Godown
at
Plot No. SC-1/47, Verna
Industrial Estate,
Goa**

Tender No. – NSIC/NM/ADMN/Tender-Goa/2023-24/01

Dated: 20/06/2023

The National Small Industries Corporation Limited
(A Govt of India Enterprise)
Branch Office: Navi Mumbai

Plot No: P/104, TTC Industrial Area, Khirane MIDC, Koparkhairane, Navi Mumbai - 400710
Phone No: 022-27634969, email: bomum@nsic.co.in, website: www.nsic.co.in

**Tender for leasing out Office and Godown at Plot No. SC-1/47, Verna Industrial Estate,
Verna, Goa.**

Tender No: NSIC/NM/ADMN/Tender-Goa/2023-24/01 dated: 20.06.2023

The NSIC Ltd., a premier Mini Ratna Government of India Enterprise is leasing out Office and Godown space at Verna, Goa. Tender document may be downloaded from our website: www.nsic.co.in or www.eprocure.gov.in or collected from our above mentioned address and Plot No: SC-1/47, Verna Industrial Estate, Verna, Goa till 11/07/2023 (12:00 hours). Sealed quotations are invited from interested bidders having experience of at least 3 years in handling of Storage/similar business for which they propose to utilize the space.

| | |
|----------------------------------|--|
| Tender Document Fee | : Rs 590/- |
| Earnest Money Deposit | : Rs 10,000/- (refundable/ adjustable) |
| Tender Submission end Date | : 11/07/2023 (15:00 hours) |
| Date of opening of technical bid | : 11/07/2023 (16:00 hours) |

Sr. Branch Manager

GENERAL TERMS AND CONDITIONS

1. The Office and Godown is located at Plot No. SC-1/47, Verna Industrial Estate, Goa.
2. Built-up area of Office - 221.00 Sq.mtr. and Godown Area- 352 Sq.mtr. at Ground Floor.
3. The above said Office and Godown are situated at Main Road of Verna Industrial Estate, Goa opposite to Siemens.
4. The Godown and Office space being offered are for handling various kinds of materials/ activities which are permissible under the notification of Goa-IDC (Transfer & sub lease regulations) in Official Gazette, Govt. of Goa and any other allied documents/ notifications in this regard and also acceptable by NSIC.
5. Blank tender documents (non-transferable) shall be issued from 20/06/2023 to 11/07/2023 on all working days from the address given below on payment of required tender fee of Rs. 590/- (Rupees Five Hundred Ninety only) (non-refundable) including GST in the form of DD/Pay order/Bankers Cheque in favor of “The National Small Industries Corporation Ltd.” Payable at Mumbai or NEFT/RTGS in account of NSIC mentioned below. The intending bidders can also download the complete tender document available on the web site: www.nsic.co.in/tender/current-tender.aspx or www.eprocure.co.in and submit the same along with requisite tender fee, and supporting documents on or before the due date and time of submission.
6. Bidders registered as Micro and Small Enterprises (MSEs) as defined in MSME Procurement Policy issued by department of Micro, Small and Medium Enterprises (UDYAM Registration) or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from the payment of tender fee and earnest money deposit. However, bidders seeking exemption from payment of tender fee and earnest money deposit shall submit the proof of the same along with their technical bid.
7. Tender documents can be purchased from the office of the Sr. Branch Manager, NSIC Branch Office Navi Mumbai, P/104, TTC Industrial Area, Khairane MIDC, Koparkhairane, Navi Mumbai-400710 and Plot No SC-1/47, Verna Industrial Estate, Goa on all working days between 10.00 am to 4.00 pm except on holidays and Saturdays, Sundays, after payment of requisite tender cost as mentioned above.
8. The tender documents duly completed along with tender fee and earnest money deposit (if not eligible for exemption) in form of Demand Draft/Pay Order in favor of the “The National Small Industries Corporation Ltd” payable at Mumbai from any Nationalized Bank/ scheduled bank will be submitted at the NSIC Sub Office Goa, Plot No SC-1/47, Verna Industrial Estate, Goa, Pin-403722 up to 03:00 PM on 11/07/2023. Technical bid of the parties shall be opened on the same day i.e. 11/07/2023 at 04:00 PM. The tender submitted without tender fee and earnest money deposit or valid exemption certificate, shall be summarily rejected.
9. Canvassing, whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the bidders who resort to canvassing will be liable to be summarily rejected.
10. The purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”, during the procurement or execution of such contracts. If the Bidders are found in Bid pooling, cartelization or against law on fraud and corruption then their firms may be debarred from participation in all NSIC tenders for three years.
11. The Technical Bid submitted by the parties shall be opened on the same day i.e. 11/07/2023 at 04:00 PM in the presence of bidders who wish to be present. The price bids of technically qualified parties shall be opened at a later date and the technically qualified parties shall be

informed in advance about the date of opening of their price bid so that they may attend the same.

12. Bank Account details for transfer of Tender fee and EMD through NEFT/RTGS is as under: -

| ACCOUNT NAME | BANK NAME | BANK NO. | A/C | BANK IFSC CODE |
|--|--|-----------------|------------|-----------------------|
| The National Small Industries Corporation Ltd. | ICICI Bank, Mahape Branch, Navi Mumbai | 056405004216 | | ICIC0000564 |

13. The offer will be considered only, if Demand Draft of Rs.10,000/- in favour of “NSIC Ltd.” payable at Mumbai as EMD is enclosed with the offer letter or proof for amount paid through NEFT/RTGS. The amount shall be adjusted in Security Deposit in case of successful bidder and in case of unsuccessful bidder the same shall be refunded/returned without interest after opening of the bids. In case the successful bidder fails to accept the offer, the amount of Rs.10,000/- will be forfeited. The EMD of Rs.10,000/- has to be deposited along with the tender document even if, any bidder is quoting only for either Office or Godown.
14. Bidders should provide authorization letter of authorized signatory in the form of General Power of Attorney (GPA)/ Board Resolution along with the offer letter.
15. Details of materials/activities to be handled in both the Office & Godown or only in either Office or Godown should be clearly mentioned in the technical bid.
16. NSIC has got the exclusive right to accept or reject the bid without assigning any reasons.
17. The Office and Godown will be allotted on “As is where is basis”. All other work such as white washing, electric fittings and any other fitting required (if any) for use of the said space shall be done by the successful bidder at his own cost with prior permission of NSIC.
18. Reserve price is Rs 240/- per sqm per month (exclusive of GST and other statutory liabilities as applicable).
19. The Office and Godown shall be allotted to the highest eligible bidder(s) subject to the approval of competent authority of NSIC on “As is where is basis”. Separate Price Bid for office as well as for Godown will also be accepted.
20. The lease agreement shall be executed for three years initially which may be extended further on mutual consent and the rent shall be enhanced by 5% year on year from the date of allotment.
21. The successful bidder shall submit the interest free Security Deposit (refundable) for an amount equivalent to six months’ rent through NEFT/RTGS as per bank details mentioned above or Demand Draft in favour of “NSIC Ltd.” payable at Mumbai within 15 working days from the date of issue of acceptance letter to the successful bidder.
22. The Power supply connection shall be obtained by the bidder as per his requirement with permission of NSIC. All electricity and water charges shall be borne by the bidder on the actual consumption.
23. The NSIC reserve the right to cancel the lease/contract at any time by giving a notice of 30 days.

24. The security arrangement of the allotted Office and Godown shall be the responsibility of the bidder(s) and NSIC shall not be responsible for any loss or damage of the belongings lying in the aforesaid space.
25. The successful bidder(s) has to sign Lease Agreement in prescribed format provided by the NSIC which will be in line with this tender terms. However, before execution of lease agreement, all guidelines/ terms and conditions of GIDC (as mentioned before in Sl no 4.) shall be complied by the successful bidder(s).
26. The bidder(s) shall be abide by all rules and regulation of statutory bodies like GIDC (Like payment of sub-lease charges by the bidder etc.), Pollution Control Board, Fire department and other local administration notifications etc. for setting up and maintenance of the Office and Godown.
27. The Office and Godown shall be used by the bidder(s) only for the purpose for which it has been allotted and not for any other purpose. The said Office and Godown shall not be sub-letted to any other agency/ firm under any condition.
28. Any structural change/ modification in the said Office and Godown shall not be allowed.
29. In case bidder wants to vacate the Office and Godown before the expiry of lease period, they can do so by serving 90 days' notice or depositing an amount equivalent to three months rent.
30. In case the bidder(s) commits breach of any of the terms and conditions as mentioned above and contained in the NIT/ agreement, NSIC has right to terminate the agreement and the bidder shall vacate the premises immediately and hand over the vacant possession.
31. The bidder(s) shall comply all applicable law such as Factory/ Labour/ Wages Law etc. as per applicable rules of local State/Central Govt.
32. The expenses on account of registration of lease agreement shall be borne by the bidder(s).
33. The bidder(s) shall pay the rent in advance by 10th of every month. If the bidder(s) fails to pay the rent and other charges within the stipulated period, the bidder(s) shall be liable to pay the interest @18% p.a. to the lessor. However, such delay in payment of rent/ other charges cannot be exceeded more than two months from the date of issuance of bills failing which the allotment of Office and Godown will stand automatically cancelled and bidder will handover the vacant possession of Office and Godown to NSIC. The bidder shall be liable to pay rent/ other charges along with interest till handing over the vacant possession of the Office and Godown to the NSIC.
34. The bidder(s) shall not be allowed to encroach the area other than the allotted area by way of dumping any material or any other way. If allottee is found to be doing so, his allotment shall be cancelled and security deposited will be forfeited.
35. Bidder(s) is advised to visit Office and Godown located at Plot No. SC-1/47, Verna Industrial Estate, Goa before submitting their offer and get well versed with the location as well as conditions of the Office and Godown. No claim/request shall be entertained in this regard after submission of their offer.
36. Bidder(s) should quote their rates in enclosed proforma only.
37. **Bidder(s) should sign every page of this document along with the seal.**
38. Incomplete or deviating offer shall be rejected.
39. The Bidder(s) can quote for either Office or Godown or for both.

40. Criteria/ Consideration of Bid(s) for allotment of Office and Godown:

- a. Allotment of both Office and Godown will be given only to the Bidder(s) quoting the highest rate for both the Office and Godown.
- b. Allotment of office and Godown will be given to the highest Bidder(s) quoting individually for either the Office or Godown.
- c. However, in case of Bidder(s) quoting for both Office and Godown with highest bid only for either Office or Godown space, allotment of space (either Office or Godown) with highest bid will be considered.

41. The price bid will be opened only for those who will qualify in the technical bid.

42. Price Bids will only be considered for opening if there are at least three technically qualified bidder(s).

43. The Tender shall be valid for 120 days.

44. SUBMISSION OF TENDER

A. The tender complete in all respects shall be submitted along with tender fee and EMD (if not eligible for exemption) along with other supporting documents as stipulated in the Notice/Letter Inviting Tender ONLY. Tenders without tender fee and EMD (if not eligible for exemption) will be out rightly rejected.

B. Tenders shall be submitted in two separate sealed envelopes superscribing the following: -

ENVELOPE – I (TECHNICAL BID)

Name of work : “Tender for Leasing out Office and Godown at Plot No. SC-1/47, Verna Industrial Estate, Goa”.

Tender no. : Ref.: NSIC/NM/ADMN/Tender-Goa/2023-24/01
Date: 20/06/2023

Due date & time of opening : 11/07/2023 at 04:00 PM

Addressed to : NSIC Sub Office Goa, Plot No SC-1/47, Verna Industrial Estate Goa, Pin-403722.

From:
Name & Address of the bidders.

This envelope shall contain the self-attested photocopies of the following documents constituting the eligibility:

- i. Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand only) (refundable) in the form of Demand Draft/ Pay Order/ Bankers Cheque drawn on a scheduled/ nationalized bank in favour of “The National Small Industries Corporation Ltd.” payable at Mumbai. In case EMD is transferred through NEFT/RTGS, proof of the same should be attached with the technical bid of the tender document. Cheque will not be accepted.

- ii. For Tender documents downloaded from website, a Demand Draft/ Bankers cheque of Rs. 590/- (Rupees Five Hundred Ninety only) (non-refundable) including GST towards the cost of tender documents is to be enclosed in envelope–I. Cheque will not be accepted.
- iii. Declaration by Bidder on their letter-head:
- iv. “We are also enclosing Demand Draft No..... dateddrawn on.....(Name of Bank) for Rs.10,000/- drawn in favour of NSIC Ltd., payable at Goa/ have remitted Rs 10,000 vide NEFT..... (details).
- v. We propose to hire space foractivity in office and/ or godown and shall not further sublet to any other individual/ firm/ company.”
- vi. Udyam Registration or other certification by concerned authorities in case seeking exemption toward tender fee and EMD.
- vii. Experience of at least 3 years in handling of Storage/similar business for which they propose to utilize the offered space.
- viii. Certificate of Registration for GST.
- ix. Copy of ownership registration certificate of the bidders (supporting documents as applicable in terms of Proprietor, or registered partnership Deed (Partnership Firm) or Memorandum and Article of Association (Ltd./ Pvt. Ltd. Company).
- x. Power of Attorney in favour of person who has signed the tender document. In case of company, the authority to sign the tender is to be given through Board resolution.
- xi. Copy of PAN number in the name of owner or firm or Ltd/ Pvt Ltd company.
- xii. Complete tender document with each page signed and stamped by the bidder.
- xiii. Net worth of the Proprietor/ Director/ Partners.
- xiv. Copy of last Three years audited complete Balance Sheet.

It may be clearly noted that the filled-up price bid should not be placed inside this envelope containing the technical bid. In case the filled-up price bid is found inside the technical bid, such tender shall be summarily rejected.

ENVELOPE –II (PRICE BID)

Name of work : “Tender for Leasing out Office and Godown at Plot No. SC-1/47, Verna Industrial Estate, Goa”.

Tender No. : Ref.: NSIC/NM/ADMN/Tender-Goa/2023-24/01
Date: 20/06/2023

Due date & time of opening: To be intimated later to all the Technically Qualifying Bidders.

Addressed to : NSIC Sub Office Goa, Plot No SC-1/47,
Verna Industrial Estate, Goa, Pin-403722.

From:
Name & address of the bidders.

C. Both the above envelopes should be sealed separately contained inside in a bigger sealed envelope superscribing “Tender for Leasing out Office and Godown at Plot No. SC-1/47, Verna Industrial Estate, Goa.”. Non-compliance of this may lead to outright rejection of bid(s).

NOTE: Envelope-I shall contain all the documents related to eligibility criteria, terms-conditions of tender documents etc. i.e., complete tender documents except Price Bid part. **Envelope-II** shall contain only Price Bid in the Proforma as per Annexure-A. It is to be noted that the **Envelope-II** shall contain only **Price Bid** and no conditions i.e., assumptions/ stipulations/ clarifications/ comments/ any other request whatsoever. Conditional offers will be rejected. Incomplete or deviating offer shall be rejected.

The Court at Goa alone shall have exclusive jurisdiction in respect of any Dispute arising out of this Agreement and also for the recovery of amount due under the Agreement.

LAST DATE OF RECEIPT OF TENDER: 11/07/2023 upto 3.00 P.M. at NSIC Sub Office Goa, Plot No SC-1/47, Verna Industrial Estate, Goa, Pin-403722.

The tender/ allotment of space/ execution of agreement can be cancelled summarily and arbitrarily anytime during the tendering and subsequent processes without incurrance of any responsibility/ liability of NSIC.

Sr. Branch Manager,
NSIC, Branch Office - Navi Mumbai,
Navi Mumbai, Maharashtra - 400710

I hereby accept all the above terms & conditions.

Signature and Seal of bidder

**Tender for leasing out Office and Godown at Plot No. SC-1/47, Verna Industrial Estate,
Verna, Goa.**

Annexure-A**Price Bid**

To,

Sr. Branch Manager,
NSIC Ltd,
Branch Office – Navi Mumbai
Plot No. P/104, Khairane MIDC, TTC Industrial Area
Koparkhairane, Navi Mumbai
Maharashtra - 400710.

Dear Sir,

With reference to the Advt. no. Dated....., We, M/s..... offer the following rent to take the Office measuring 221.sq.mtr. and Godown measuring 352 sq.mtr. of NSIC at Plot No. SC-1/47, Verna Industrial Estate, Goa for setting up the storage/ godown and office (..... Activity) on Lease basis in accordance with the terms & conditions mentioned in the above tender document.

| Sl. No. | Details of the Property | Monthly Lease Rent (Amount in Rupees) Excluding of GST |
|-------------------------------|-------------------------|---|
| 1. | Office 221 Sq.mtr. | Rs..... per sqm per month |
| 3 | Godown 352 Sq.mtr. | Rs..... per sqm per month |
| Total Amount in Rupees | | (Rupees in figures)..... Rupees (in words) |

The Reserve rate is Rs 240/- per sqm per month (exclusive of GST and other statutory liabilities as applicable). Any Bidder quoting rates below the reserve rate shall not be considered. Bidder(s) quoting the highest rate above shall be declared successful Bidder(s) for entering into agreement for allotting the space.

It is hereby certified that I have seen the condition of Office and Godown and well versed with the locality. I agree to pay the rent at the rate mentioned above in accordance with the terms & conditions specified in the tender document. I also agree to pay applicable GST, Statutory liabilities, as applicable in addition to the rent quoted above.

Yours faithfully,

Signature and address of the Authorized Signatory with Seal