

**NSIC**

ISO 9001:2008

**The National Small Industries Corporation Ltd.**

"NSIC Bhawan", Okhla industrial Estate

New Delhi – 110020

**CIN No. U74140DL1955GOI002481**

**NOTICE INVITING TENDERS**

Sealed tenders are invited by National Small Industries Corporation Ltd, New Delhi-110020 from Banks for allotment of covered space measuring 150 sq.ft. for setting up of ATM Cum E-Gallery at **NSIC-TSC Complex, at Main Maa Anandmayi Marg, Near Gate No. 4, adjacent to the Govindpuri Metro Station, Okhla Industrial Estate, New Delhi-110020** under two bids system Technical Bid as well as Price Bid.

- a) Tender documents can be obtained from our office at the address given below from **25.05.2018 to 05.06.2018** upto 2.00 PM on all working days by making a payment of Rs.500/- (non-refundable) through DD in favour of **National Small Industries Corporation Ltd., New Delhi.**
- b) The separate Tenders i.e. Technical Bid and Price Bid, complete in all respect in sealed envelopes must reach this office at the below mentioned address **latest by 3.00 PM on or before 05.06.2018**, otherwise it will not be accepted.

**CGM-SG (Estate)  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi-110020**

- c) Technical Bid will be opened on **05.06.2018 at 4.00 PM** in the chamber of CGM-SG (Estate) at NSIC Bhawan, Okhla Industrial Estate, New Delhi -110020 in the presence of the representatives of tenderers.
- d) Price Bid will be opened for those tenders only who qualify technically and suitable date and time will be communicated later on to technically qualified tenders.
- e) The sealed envelopes must be superscribed with **“Tender for Setting up of ATM cum E-Gallery”** at NSIC-TSC Complex, Okhla Industrial Estate, New Delhi-110020”.
- f) The tender form may be downloaded from website [www.nsic.co.in](http://www.nsic.co.in) , however in such a case, Rs.500/- per tender has to be deposited by DD drawn in favour of National Small Industries Corporation Limited, New Delhi to become eligible to submit the same.

**CGM-SG (Estate)**

**NSIC**

ISO 9001: 2008

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
“NSIC BHAWAN”, Okhla Industrial Estate  
New Delhi -110020  
CIN No. U74140DL1955GOI002481**

## **Tender Document**

**For**

**“Allotment of built-up space measuring 150 sq.ft.  
for ATM cum E-Gallery”**

**AT**

**NSIC-TSC Complex, Main Maa Anandmayi Marg,  
Near Gate No. 4, adjacent to the Govindpuri Metro Station,  
Okhla Industrial Estate, New Delhi-110020**

Last date of Issue of Tender : 05.06.2018 (upto 2.00 PM)  
Last date of receipt of tender : 05.06.2018 (upto 3.00 PM)  
Date of opening of Technical Bids : 05.06.2018 (at 4.00 PM)  
Date of opening of Price Bid : To be informed later to technically  
qualified bidders

**CGM-SG (Estate)**

**THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd.,**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE  
NEW DELHI –110020.  
**CIN No. U74140DL1955GOI002481**

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**CGM-SG (Estate)**

ISSUING AUTHORITY

**The National Small Industries Corporation Ltd.  
"NSIC Bhawan", Okhla industrial Estate  
New Delhi – 110 020  
CIN No. U74140DL1955GOI002481**

No: SIC/HO/EO/M/1/11

Dated: 25.05.2018

M/s.-----  
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**Sub: Tender for setting up of ATM cum E-Gallery at NSIC-TSC Complex, at Main Maa Anandmayi Marg, Near Gate No. 4, adjacent to the Govindpuri Metro Station, Okhla Industrial Estate, New Delhi-110020**

Sealed tenders are invited from Banks under two bids system i.e. Technical Bid & Price Bid for the subject work as per the terms and conditions enclosed herewith.

Blank Tender documents can be obtained from the address given below from 25.05.2018 to 05.06..2018 on all working days by making a payment of Rs. 500/- (non-refundable) through DD in favour of National Small Industries Corporation Ltd., New Delhi. Blank tender document can also be downloaded on NSIC website [www.nsic.co.in](http://www.nsic.co.in). However, in case the tender documents downloaded from the website, the tenderer has to deposit Rs. 500/- towards the cost of tender document by way of DD drawn in favour of National Small Industries Corporation Limited, New Delhi in order to become eligible for opening of their tenders.

Tenders should be submitted in sealed envelopes marked – I “Technical Bid” alongwith EMD and marked - II “Price Bid” at the following address by 3:00 PM on or before 05.06.2018. All envelopes should be stapled together. The tender should be addressed to:

**Chief General Manager-SG (Estate)  
The National Small Industries Corpn. Ltd.  
NSIC Bhawan, Okhla Industrial Estate  
New Delhi-110020**

NSIC does not bind itself to accept the highest or any other offer and reserves the right to reject highest or any or all offers without assigning any reasons whatsoever. Decision of NSIC shall be final and binding on all the bidders.

NSIC further reserves the right to cancel the bidding process at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders on account of NSIC's such action and also to amend the terms and conditions before award of the contract.

Thanking you,

Yours faithfully,

Chief General Manager-SG (Estate)  
NSIC Ltd.

## **General Terms & Conditions of Contract (GCC)**

### **1.0 Definition:**

- 1.1 "The Corporation" shall mean "The National Small Industries Corporation Ltd." (A Govt. of India Enterprise) Okhla Industrial Estate, New Delhi.110020, and shall include their legal representatives, successors and permitted assignees.
- 1.2 The "Contract" means and includes the documents forming the tender and acceptance thereof.
- 1.3 The "Premises" shall mean the "Covered space measuring 150 sq.ft. near Gate No. 4, NSIC-TSC Complex, Okhla Industrial Estate, New Delhi".
- 1.4 The "**Bidder**" shall mean the Bank.
- 1.5 The "Competent Authority" means Chairman cum Managing Director of the Corporation or the person authorized by him.
- 1.6 The "Officer-In-Charge" shall mean the officer of the Corporation, designated by "Competent Authority" who shall deal in the matter.
- 1.7 **PERIOD:** The period shall mean the period of contract for a period of 3 years subject to an annual increase @ 5% in License fee after completion of every year and also subject to the suitability and satisfaction of the Corporation which will be reviewed from time to time.

### **2. Site Visit:**

The tenderers are advised to visit and examine the site (space for ATM) and its surroundings and clarify for themselves, all information that may be necessary for submitting the tender. The cost of any such visit shall be entirely at the tenderer's own expenses.

### **3. Earnest Money Deposit:**

- 3.1 Tender should be accompanied with an **Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only)** in the form of Demand Draft from a Nationalized / Scheduled Bank in favour of "**National Small Industries Corporation Limited**" payable at **New Delhi** (EMD in any other mode shall not be accepted). Exemption for MSMEs registered with DIC/NSIC shall be as per prevailing norms.
- 3.2 The tenders received without Earnest Money Deposit in the form as mentioned above shall be summarily rejected.
- 3.3 The EMD shall not carry any interest.
- 3.4 Earnest Money Deposit of unsuccessful tenderers shall be refunded without interest after the work has been awarded.

### **4. Eligibility Criteria:**

In order to become eligible for technically qualifying, the tenderers shall submit the following documents in support of their fulfillment of the qualifications requirements:-

- 4.1 Letter of submission of offer.
- 4.2 Registration with EPF / ESI Authorities, if applicable.
- 4.3 EMD of Rs. 5,000/- through DD.
- 4.4 Copy of PAN.
- 4.5 Authority Letter of authorized signatory.

Tenderers fulfilling the above requirement shall be technically qualified and considered for opening their Price Bid. Technically qualified tenderers have no right to claim for award of the work.

5. **Submission criteria of tenders:** Tenders complete in all respect shall be submitted in the following manner:-

5.1 **Envelope- I (Technical Bid):**

This envelope should contain the following:-

- 5.1.1 Terms & Conditions of the tender duly signed and stamped on each page as a token of acceptance.
- 5.1.2 Letter of submission of offer alongwith Schedule 'A' of tender document.
- 5.1.3 Copy of registration with EPF / ESI Authorities, if applicable.
- 5.1.4 Copy of PAN
- 5.1.5 Envelop of EMD of Rs.5,000/- by way of D. D./ Pay order

5.2 **Envelope- II (Price Bid):**

This envelope shall contain **Price bid** as per **schedule 'B'** enclosed with the tender. The Price Bid should be in figures as well as in words also.

5.3 The tender envelope should be received by 3.00 PM on or before 05.06.2018 at the following address:-

**Chief General Manager-SG (Estate)  
NSIC Ltd., NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi-110020.**

6. **Pre Bid Meeting:**

A Pre Bid meeting will be held in the chamber of CGM-SG (Estate), The National Small Industries Corporation Ltd., NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020 on 31.05.2018 at 4.00 PM to answer queries of the bidders, if any, in respect of the terms & conditions of the tenders.

7. **Opening of Tender:**

The sealed tender (**Main envelop, Envelop-I, Technical Bid & EMD,**) shall be opened on 05.06.2018 at 4.00 PM in presence of the representatives of the tenderers who choose to be present.

- 7.1 **Envelope-I** containing the Earnest Money Deposit in the prescribed format shall be opened first.
- 7.2 The Technical Bids shall be opened for those tenderers only who have submitted Earnest Money Deposit. The Technical Bids of the eligible tenderers shall be evaluated by a constituted committee. The committee shall verify the authenticity of the documents submitted by the tenderers.
- 7.3 **Price Bids** shall be opened only for the technically qualified tenders as per the assessments of the evaluation committee.
- 7.4 Representatives of the technically qualified bidders may remain present during opening of the price bids.

8. **Validity of Tender**

The tender shall remain valid for a period of 90 days from the date of opening of Technical Bids. The tenderers are not allowed to revise their tenders during the validity period.

9. **Security Deposit**

- 9.1 The successful tenderer shall be required to submit a DD of the **amount equal to Three months rent** from Nationalized/Scheduled Bank in favour of '**National Small Industries Corporation Ltd.**', payable at **New Delhi** as security deposit towards performance of the contract. Security deposit shall not carry any interest. EMD of successful tenderer shall become part of Security Deposit.
- 9.2 In case the allottee discontinues the work due to non-fulfillment of terms & conditions, his security will be forfeited.
- 9.3 Security deposit shall be refunded after expiry of the contract and after vacant and peaceful possession of the premises shall be handed over to NSIC and no outstanding

dues are recoverable from the contractor on account of any damage to the demised premises or due to any other account.

## **10. AGREEMENT**

Before commencing the ATM operations, the successful bidder(s) shall be required to sign an agreement. The terms & conditions mentioned in the tender document will become part of the Agreement. Registration charges of Lease Agreement shall be borne by the successful bidder.

## **11. GENERAL CONDITIONS FOR ATM**

- 11.1 The allottee shall be provided built up space on “**As is Where is basis**”. The maintenance and upkeep of premises shall be the sole responsibility of the allottee.
- 11.2 The allottee has to ensure that premises should be used for the purpose of operation of ATM cum E-Gallery and not for other purposes in any manner.
- 11.3 The allottee shall not be allowed to use the abovesaid premises other than the specified purpose.
- 11.4 The allottee shall not be permitted to sublet the premises.
- 11.5 The allottee shall be fully responsible for safety and security of the ATM premises and NSIC shall no way responsible for any theft/pilferage or any other loss whatsoever.
- 11.6 The allottee shall comply all statutory liabilities/act as applicable for operation of the ATM.
- 11.7 Separate Signage Board shall be permitted at specified location with the approval of NSIC.
- 11.8 The contract may be terminated by either party by giving 90 days notice in advance.

## **12. SUPPLY OF POWER**

- 12.1 The allottee shall submit the requirement of power to the corporation before commencement of the operations.
- 12.2 Three phase power supply shall be provided to the contractor on payment basis as per meter reading. The allottee shall install electric meter of approved make duly tested at his own cost.
- 12.3 The allottee shall pay for the electricity consumed as per the prevailing rates of BSES subject to change in the tariff from time to time by BSES.
- 12.4 The generator back-up will be provided to the allottee on request and on payment basis as per the rates fixed by the corporation.
- 12.5 The payment of electricity and generator back-up shall be deposited by the contractor against bill immediately within due date.

## **13. PAYMENT OF LICENSE FEE**

The allottee shall deposit the license fee in advance latest by 7<sup>th</sup> day of each month. If the contractor fails to deposit the license fees on or before 7<sup>th</sup> of the month, 18% interest per annum on delayed payment for the period of delay will be levied. In case of delay for more than 30 days, an appropriate action shall be taken against the allottee which may lead to termination of the contract.

## **14. PERIOD OF THE CONTRACT**

The contract shall be for the period of Three years subject to an annual increase @ 5% in License fee after completion of every year and subject to the suitability and satisfaction of the corporation.

**15. INDEMINITY TO CORPORATION**

The allottee shall indemnify the Corporation by way of submitting affidavit in respect of causes of action, claims, damages, compensation or cost charges and expenses arising out of accident or injury sustained by any workman or other person whether in the employment of the Corporation or not while in the Corporation premises arising out of any act of omission or commission, default or negligence, error in judgment on the part of the allottee or its staff.

**16. TERMINATION OF AGREEMENT**

The Corporation or Allottee shall be entitled to terminate the agreement by giving a prior notice of 90 days to the other party without prejudice to other rights and remedies available due to non-performance by the allottee or non-compliance of any clause of the agreement or in the event, the allottee becomes insolvent.

**17. CORRIGENDUM**

In case of any change related to Tender/Tender Documents, it will be notified by way publishing/uploading Corrigendum on website of corporation only. Therefore, bidders are requested to visit website on regular basis.

**18. ARBITRATION**

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 quality of workmanship or performance of the contractor any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof, 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/she 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 updated as on date shall be applicable to such proceedings.

**Chief General Manager-SG (Estate)**

**SCHEDULE 'A'**

**TECHNICAL BID**

- 1) Name & Address of the Tenderer :  
(With Tel. Nos. and fax no.)
- 2) EMD (DD No., date & Bank) :
- 3) Regn. No. in EPF, if applicable :
- 4) Regn. No. in ESI, if applicable :
- 5) PAN No. of the tenderer :
- 6) Regn. No. in GST :

**Note: Tenderer must enclose the copies of the aforesaid documents.**

**Date:**

( \_\_\_\_\_ )  
**Authorized Signatory**

**Place:**

**For M/s**

\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE 'B'**

**Price Bid of ATM cum E-Gallery**

| S. No. | Location of ATM cum E-Gallery   | Monthly Rent excluding GST (Rs.) |
|--------|---|----------------------------------|
| 1.     | NSIC-TSC Complex, Near Gate No. 4, Okhla Industrial Estate-III, New Delhi (Area 150 sq.ft.) |                                  |
|        | Total monthly rent (In Figures)   |                                  |
|        | Total monthly rent (In Words)   |                                  |

**Date:**

**Place:**

( \_\_\_\_\_ )  
**Authorized Signatory**

**For M/s**

\_\_\_\_\_  
\_\_\_\_\_

## Check List

(To be submitted by applicants along with tender application)

| S.No. | Qualifying Criteria            | Particulars        | Check List |    |
|-------|--------------------------------|--------------------|------------|----|
| 1.    | Name and address of the bidder |                    |            |    |
| 2.    | Documents required             | Photocopy Enclosed |            |    |
|       | a. E.M.D. of Rs.5000/-         | DD No.<br>Date:    | Yes        | No |
|       | b. EPF Registration            | No.<br>Date:       | Yes        | No |
|       | c. ESI Registration            | No.<br>Date:       | Yes        | No |
|       | d. Copy of PAN                 | No.<br>Date:       | Yes        | No |
|       |                                |                    |            |    |
|       |                                |                    |            |    |

( \_\_\_\_\_ )  
Authorized Signatory

Date:

Place:

For M/s. \_\_\_\_\_

\_\_\_\_\_