

**The National Small Industries Corporation Ltd.
NSIC Office, 20B, Abdul Hamid Street, 7th Floor, Kolkata-700069**

NOTICE INVITING OFFERS

Sealed offers are invited by National Small Industries Corporation Ltd, Kolkata-700069 from PSUs/Banks/Govt.Organizations/Company or any other organization for letting out of covered space measuring 3300 sq.ft. for office purpose at **20B, Abdul Hamid Street, 7th Floor, Kolkata-700069, adjacent to the Lalit Great Eastern Hotel** under two bids system Technical Bid as well as Price Bid.

- a) Offer documents can be obtained from our office at the address given below from **19.06.2018 to 29.06.2018** upto 2.00 PM on all working days.
- b) The separate Offers 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 29.06.2018**.

**Sr. Branch Manager
NSIC Ltd., B.O. Kolkata,
20B, Abdul Hamid Street, 7th Floor,
Kolkata-700069**

- c) Technical Bid will be opened on **29.06.2018 at 4.00 PM** in the Conference Room at B.O. Kolkata, 20B, Abdul Hamid Street, 7th floor, Kolkata – 700069 in the presence of the representatives of offerers.
- d) Price Bid will be opened for those offers only who qualify technically and suitable date and time will be communicated later on to technically qualified offers.
- e) The sealed envelopes must be superscribed with **“Offer for hiring of Office Space”** at “NSIC Office, 20B, Abdul Hamid Street, 7th Floor, Kolkata-700069”.
- f) The offer form may be downloaded from website www.nsic.co.in .

Sr. Branch Manager

NSIC

ISO 9001: 2008

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.
20B, Abdul Hamid Street, 7th Floor, Kolkata-700069**

Offer Document

For

**“Letting out of built-up space measuring 3300 sq.ft.
for Office ”**

AT

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.
20B, Abdul Hamid Street, 7th Floor, Kolkata-700069**

Last date of Issue of Offer	: 29.06.2018 (upto 2.00 PM)
Last date of receipt of offer	: 29.06.2018 (upto 3.00 PM)
Date of opening of Technical Bids	: 29.06.2018 (at 4.00 PM)
Date of opening of Price Bid	: To be informed later to technically qualified bidders

Sr. Branch Manager

NSIC

ISO 9001:2008

NATIONAL SMALL INDUSTRIES CORPORATION LTD.
B.O., Kolkata, 20B, Abdul Hamid Street, 7th Floor, Kolkata-700069

INDEX OF OFFER DOCUMENTS

S.No.	DESCRIPTION	PAGES
1.	Notice inviting Offers	1
2.	Letter inviting Offers	4
3.	General Terms & Conditions of Contract	5-8
4.	TECHNICAL BID (SCHEDULE 'A')	9
5.	PRICE BID (SCHEDULE 'B')	10
6.	Check List	11

Sr. Branch Manager

ISSUING AUTHORITY

NSIC
ISO 9001:2008

NATIONAL SMALL INDUSTRIES CORPORATION LTD.
B.O., Kolkata, 20B, Abdul Hamid Street, 7th Floor, Kolkata-700069

No: NSIC/BO/KOL/Rent/2/2018-19

Dated: 19.06.2018

M/s.-----

Sub: Offer for "Letting out of built-up space measuring 3300 sq.ft. (approx.) for Office at NSIC Ltd., 20B, Abdul Hamid Street, 7th Floor, Kolkata-700069."

Sealed offers are invited from various PSUs/Banks/Govt.Organizations/Company or any other organization under two bids system i.e. Technical Bid & Price Bid for the subject work as per the terms and conditions enclosed herewith.

Blank Offer documents can be obtained from the address given below from 19.06.2018 to 29.06.2018 upto 2.00 PM on all working days. Blank offer document can also be downloaded on NSIC website www.nsic.co.in.

Offers 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 29.06.2018. All envelopes should be stapled together. The offer should be addressed to:

**Sr. Branch Manager
The National Small Industries Corpn. Ltd.
B.O., Kolkata,
20B, Abdul Hamid Street, 7th floor,
Kolkata - 700069**

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,

Sr. Branch Manager
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 offer and acceptance thereof.
- 1.3 The "Premises" shall mean the "Covered space measuring 3300 sq.ft. at NSIC Office, 20B, Abdul Hamid Street, 7th Floor, Kolkata-700069".
- 1.4 The "**Bidder**" shall mean the Company/Person submitting their offer.
- 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 offerers are advised to visit and examine the site (Office space) and its surroundings and clarify for themselves, all information that may be necessary for submitting the offer. The cost of any such visit shall be entirely at the offerer's own expenses.

3. Earnest Money Deposit:

- 3.1 Offer 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 **Kolkata** (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 offers 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 offerers shall be refunded without interest after the work has been awarded.

4. Eligibility Criteria:

In order to become eligible for technically qualifying, the offerers 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 GST/TIN/PAN/TAN No.
- 4.5 Certificate from Registrar of Companies, if applicable.
- 4.6 Copy of registration with DIC / UAM / NSIC (In case of MSME unit)
- 4.7 Copy of Memorandum and Articles of the company in case of Pvt. Ltd./ Public Ltd. Co.
- 4.8 Board resolution in favour of Authorized signatory in case of Pvt. Ltd. /Public Ltd. Company.
- 4.9 Copy of Partnership deed in case of Partnership company.
- 4.10 Power of Attorney in favour of Authorized signatory in case of Partnership Company.
- 4.11 Residence proof of Authorized Signatory
- 4.12 Copy of last three years Audited Balance Sheet

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

5. **Submission criteria of offers:** Offers 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 offer duly signed and stamped on each page as a token of acceptance.
 - 5.1.2 Letter of submission of offer alongwith Schedule 'A' of offer document.
 - 5.1.3 Copy of registration with EPF / ESI Authorities, if applicable.
 - 5.1.4 Copy of PAN
 - 5.1.5 Copy of GST
 - 5.1.6 Envelop of EMD of Rs.5,000/- by way of D. D./ Pay order
 - 5.1.7 Any other documents as per eligibility criteria.
- 5.2 **Envelope- II (Price Bid):**
- This envelope shall contain **Price bid** as per **schedule 'B'** enclosed with the offer. The Price Bid should be in figures as well as in words also.
- 5.3 The offer envelope should be received by 3.00 PM on or before 29.06.2018 at the following address:-
- Sr. Branch Manager
The National Small Industries Corpn. Ltd.
B.O., Kolkata,
20B, Abdul Hamid Street, 7th floor, Kolkata - 700069**
6. **Pre Bid Meeting:**
- A Pre Bid meeting will be held in the Conference Room of B.O. Kolkata, The National Small Industries Corporation Ltd., 20B, Abdul Hamid Street, 7th floor, Kolkata – 700069 on 25.06.2018 at 4.00 PM to answer queries of the bidders, if any, in respect of the terms & conditions of the offers.
7. **Opening of Offer:**
- The sealed offers (**Main envelop, Envelop-I, Technical Bid & EMD,**) shall be opened on 29.06.2018 at 4.00 PM in presence of the representatives of the offerers 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 offerers only who have submitted Earnest Money Deposit. The Technical Bids of the eligible offerers shall be evaluated by a constituted committee. The committee shall verify the authenticity of the documents submitted by the offerers.
 - 7.3 **Price Bids** shall be opened only for the technically qualified offers 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 Offer**
- The offer shall remain valid for a period of 90 days from the date of opening of Technical Bids. The offerers are not allowed to revise their offers during the validity period.
9. **Security Deposit**
- 9.1 The successful offerer 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 **Kolkata** as security deposit towards performance of the contract. Security deposit shall not carry any interest. EMD of successful offerer 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 Office operations, the successful bidder(s) shall be required to sign an agreement. The terms & conditions mentioned in the offer document will become part of the Agreement. Registration charges of Lease Agreement shall be borne by the successful bidder.

11. GENERAL CONDITIONS FOR OFFICE

- 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 Office purpose and not for other purposes in any manner.
- 11.3 The allottee shall not be allowed to use the above said 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 Office 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 Business.
- 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 CESC subject to change in the tariff from time to time by CESC.
- 12.4 The payment of electricity 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 7th day of each month. If the contractor fails to deposit the license fees on or before 7th 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. INDEMNITY 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 Offer/Offer 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.

18. SPECIAL CONDITION

1. Allottee shall borne the 50% of tax charged by Kolkata Municipal Corporation towards rental purpose.
2. Registration charges of agreement shall be borne by lessee.

Sr. Branch Manager

SCHEDULE 'A'

TECHNICAL BID

- 1) Name & Address of the Offerer :
(With Tel. Nos. and Email)
- 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 offerer :
- 6) Regn. No. in GST, if applicable :

Note: Offerer must enclose the copies of the aforesaid documents.

Date:

Place:

(_____)
Authorized Signatory

For M/s

SCHEDULE 'B'

Price Bid of Office Space

S. No.	Location of Office Space	Monthly Rent per Sq.ft. excluding GST (Rs.)
1.	NSIC Office, 20B, Abdul Hamid Street, 7th Floor, Kolkata-700069, adjacent to the Lalit Great Eastern Hotel (Area 3300 sq.ft. approx.)	
3.	Maintenance charge	
4.	Kolkata Municipal Tax	
	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 offer 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. Date:	Yes	No
	b. EPF Registration	No. Date:	Yes	No
	c. ESI Registration	No. Date:	Yes	No
	d. Copy of PAN	No. Date:	Yes	No
	e. Copy of GST		Yes	No

Date:

Place:

(_____)
Authorized Signatory

For M/s. _____
