



THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(GOVT. OF INDIA ENTERPRISE)

INDUSTRIAL ESTATE, BYE LANE-3,
BAMUNIMAIDAN, GUWAHATI-781021, ASSAM

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**Expression of Interest (EOI) for Renting of Office Space for National SC-ST
Hub Office, at Guwahati**

National SC-ST Hub, a branch of National Small Industries Corporation Ltd., (A Govt. of India Enterprise, under Ministry of MSME, Govt. of India) is looking for well-furnished and ready to move infrastructure for its office at Guwahati. Expression of Interest (EOI) is hereby invited from the interested Firms/ Agencies /Individuals offering well-furnished office space with an area of 1000 to 1500 sq.ft in a prominent place and preferably along the main road. The preferred location for the office is at Maniram Dewan Road (Bamunimaidan to Guwahati Club) and Zoo Road (From Chanmari to Ganeshguri).

The Tender should be submitted through two separate sealed envelope containing both the technical bid and the financial bid.

TECHNICAL BID

The technical 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 authority and NOCs.

FINANCIAL BID

The financial bid should clearly mentioned the offered monthly rent including all the applicable taxes and other obligations if any and also should mentioned their terms of offered for office space.

The sealed envelope of Technical bid and Financial bid should be submitted in one sealed envelope addressing to Branch Manager, National SC-ST Hub, NSIC, Industrial estate, bye lane-3, Bamunimaidan, Guwahati-781021, Assam in the tender box. The last date for submission of the tender documents is 17.08.2018 till the 1000 hr. The technical bid will be opened on the 17.08.2018 at 1400 hr. and the financial bid will be opened on the 20.08.2018 at 1200 hr. NSIC reserve the right to accept or reject any tender without assigning any reason to the bidders/owners/Agencies. Details of the tender documents are available for download at www.nsic.co.in

**EXPRESSION OF INTEREST FOR PROVIDING WELL FURNISH OFFICE SPACE FOR NSSH OFFICE,
NSIC, GUWAHATI.**

<u>TENDER FORM</u>		
<u>Technical Bid-Part 1</u>		
<u>BIDDER'S DESCRIPTION</u>		
<u>1.</u>	<u>Details of Firm/Proprietor/Agency</u>	
1.1	Name of Firm/Proprietor/Agency	
1.2	Address of Firm/Proprietor/Agency	
1.3	Contact numbers Telephone No. Mobile No. Firm/Proprietor/Agency	
1.4	Email ID Firm/Proprietor/Agency	
<u>2.</u>	<u>Details Location & Address of Office Space Offer</u>	
2.1	Address of the Office Space	
2.2	Land Mark of the Office Space	
2.3	Distance of the Main Road in meters	
2.4	Attach layout drawings of the office premises	
<u>3.</u>	<u>Attached Infrastructure and amenities of the office</u>	
3.1	Total available space in sq. ft	
3.2	Nos. of rooms	
3.3	Nos. of toilets	
3.4	Is pantry available (Yes/ No.)	
3.5	Is there attached Air Conditioner (Yes/No.)	
3.6	Is there car parking facilities and how much car parking capacity	
3.7	The no of Electricity allotted in Kilo-watt/HP	
3.8	Year of construction / last maintenance done	
3.9	Is the office having regular water supply/how much litre of water per day?	
3.10	In there power backup facility available e.g. Diesel Generator / Inverters / Solar system etc. and how much capacity?	
3.11	Additional infrastructure/Amenities, if any	

Signature of the authorized signatory

Name of Signatory:

Address:

Contact no.

TENDER FORM
Financial Bid, Part-2

1.	Basic Rent per sq. ft.	
2.	Basic Rent on the total available space	
3.	Taxes on Rent	
	3.1	GST
	3.2	Municipal
	3.3	Society / community if any
	3.4	Any other applicable taxes
		Total taxes
4.	Water Supply Charges per month	
5.	Any other charges, if any	
6.	Total rental inclusive of applicable taxes	

Signature of the authorized signatory

Name of Signatory:

Address:

Contact no.

TERMS AND CONDITIONS FOR HIRING OF NSSHO, OFFICE

1. Building offered should preferably not be more than 15 years old.
2. The building in which office space is offered shall be well furnish and shall 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 placed to take up electricity load for air conditioning of the premises.
3. In case of damage to the lease property due to any natural calamities, rioting etc. NSSH, NSIC will not undertake to compensate the loss or damage incurred by the owner of the property.
4. The EOI will be acceptable from the original owner / lease holder / power of attorney holder of the building / property or their authorized agents. The lease deed should be executed after the verification of documents by NSIC.
5. The NSIC will not make any security deposit or any brokerage for the offered property under any circumstances.
6. The lease rental shall be subject to TDS as per the provision of income tax act in force.
7. EOI not conforming to these requirements shall be rejected and no correspondence will be entertain in this regard whatsoever.
8. After opening of the technical documents and before evaluation of the same the committee constituted by the lessee NSIC shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the committee finds the premises not suitable for the purpose of setting up of the office, the technical documents submitted by such owner will not be evaluated and the price quotation of the owner will not be open. The decision of the committee in this matter will be final.
9. 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

10. The following documents should be submitted along with EOI documents:

- a. Documents in support of ownership of the building/ land and construction there on.
- b. Copy of PAN of the owner of the premises.
- c. Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- d. Certificate of authorized signatory from owner of a firm, society etc.
- e. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there is no pending payments against the same.
- f. No objection certificate/clearance certificate from all relevant Central/State Government and Municipal authorities, including Fire department, for commercial / Institutional/Office/dual use of the property.
- g. Copies of approved plan of the building offered.
- h. Attested/self-certified copy of completion certificate used by the competent authority.
- i. Updated copies of all Municipal/ other applicable tax receipts.

11. Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership of Building, payment of all taxes, Duties, Dues etc. must be submitted along with this EOI documents.

12. The tenderers are required to submit their offer in two parts (Technical & Price Bid) separately in sealed envelope. The tenderers should note that they are not required to disclose their quoted price in the first part of Technical Bid. The first part shall consist of EOI documents issued to them and whereas the second part will contain their offer rates (Price Bid).