



**NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
NATIONAL SC ST HUB OFFICE (NSSHO), LUCKNOW  
(A Govt. of India Enterprise, under Ministry of MSME)  
503, 5th Floor, Shriram Tower, 13, Ashok Marg, Hazratganj, Lucknow-226001  
Website: [www.nsic.co.in](http://www.nsic.co.in) E-mail: [nssholucknow@nsic.co.in](mailto:nssholucknow@nsic.co.in) Phone: 0522-2288803**

Tender No. NSIC/NSSHO-LKO/Off Opn/19-20

Date: 10.11.2019

**Notice Inviting Tender for Hiring of Office Premises for NSSH Office, Lucknow**

National Small Industries Corporation Ltd. (A Govt. of India Enterprise, under Ministry of MSME) is looking for furnished/ un-furnished office premises for its National SC ST Hub Office (NSSHO) at Lucknow. Quotations are hereby invited from the interested Firms/Agencies/Individuals offering the desired office space **with built-up area of 1000 sq. fts. to 1200 sq. fts.** preferably in a prominent place like **Hazratganj, Indira Nagar and Aliganj or nearby locations and preferably along the main road in Lucknow.** Interested bidders may download the detailed tender documents from our website at [www.nsic.co.in](http://www.nsic.co.in) under Tenders from 11.11.2019. Last date for submission of tender is 02.12.2019 upto 1400 Hrs.

Incharge  
NSSHO, Lucknow



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**Tender No. NSIC/NSSHO-LKO/Off Opn/19-20**

**Date: 10.11.2019**

**Tender for Hiring of Office Space for National SC ST Hub Office (NSSHO), Lucknow**

**National Small Industries Corporation Ltd. (A Govt. of India Enterprise, under Ministry of MSME)** is looking for furnished/ un-furnished and ready to move infrastructure for its NSSHO at Lucknow. Quotations are hereby invited from the interested firms/ agencies /individuals offering **furnished/ un-furnished** office space with built-up area measuring **1000 sq. fts. to 1200 sq.fts** in a prominent place like **Hazratganj, Indira Nagar and Aliganj or nearby locations and preferably along the main road in Lucknow**. Please note any offer/ bid offering built-up area less than 1000 sq. fts. or more than 1200 sq. fts. will not be considered/ entertained.

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 Technical Bid 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 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.

**PRICE BID**

The Price bid should clearly mention the offered monthly rent including all the applicable taxes and other obligations if any as per Annexure-2.

The sealed envelope of Technical Bid and Price Bid should be submitted in one sealed envelope addressing to **Incharge, National SC ST Hub Office (NSSHO), National Small Industries Corporation Ltd, (NSIC) (A Govt. of India Enterprise, Ministry of MSME), 503, 5th Floor, Shriram Tower, 13, Ashok Marg, Hazratganj, Lucknow-226001 (UP)** in the tender box. **The last date and time for submission of the tender documents is 02.12.2019 (Monday) till the 1400 Hrs.** The Technical Bid will be opened on the same day i.e. on 02.12.2019 at 1500 Hrs in presence of the bidders/ 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 who will qualify based on Technical Bids. The date of opening of Price Bids will be intimated to the technically qualified bidders via e-mail as per email address furnished by them in their respective Technical Bids. **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) under Tenders w.e.f. 11.11.2019.

**Terms & Conditions for Hiring of office premises for National SC ST Hub Office (NSSHO), NSIC, LUCKNOW**

1. The building in which office space is offered should be furnished/ un-furnished preferably at Ground Floor/ First Floor and should 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 place to take-up electricity load for air conditioning of the premises.
2. The offered premises should be 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. NSSHO, 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 premises.
5. The bids will be acceptable from the original owner of the building / property only.
6. The NSSHO, NSIC will not pay any brokerage for the offered property under any circumstances.
7. The lease rental shall be subject to TDS as per the provision of Income Tax Act in force.
8. The bids not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
9. After opening of the Technical Bids, during their evaluation (which includes fulfillment of technical requirements/documents and inspection of the premises) 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 premises 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.
10. Possession of the building in the ready to move condition will be handed over to NSSHO, 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.
11. The following documents should be submitted alongwith Tender documents (with Technical Bid)-self attested under seal and signature owner/ authorized signatory of the property:
  - a. Documents in support of ownership of the building/ land and construction there on.
  - b. Copies of PAN and Aadhaar Cards of the Proprietor/owners of the premises.
  - c. Proof that the applicant is the original owners of the property offered.
  - d. Certificate of authorized signatory from owner of a firm, society etc.

- e. An affidavit Non-Judicial stamp paper (of the value as per stamp act.) swearing that the space offered is free from all encumbrances/ liabilities/ legal disputes/ claims and litigations with respect to its ownership, lease/renting and that there is no pending payments against the same of any nature including taxes/ duties etc. (in original).
- f. No objection certificates/clearance certificates/ licenses etc. as applicable from all relevant Central/State Government and Municipal authorities etc., including Fire department, for commercial / Institutional/Office/ of the property.
- g. Copies of approved plan of the building offered with map (including mention of area) duly certified by concerned authority.
- h. Copy of completion certificate issued by the Competent Authority.
- i. Updated copies of all Municipal/ other applicable taxes receipts.
- j. Copy of GST registration certificate, if applicable.

**12.** 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 superscribing Technical Bid, Price Bid and Tender for Hiring of office premises for NSSHO, Lucknow, 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 above 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.

**13.** 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.

**Tender for offering office premises for NSSHO, NSIC, Lucknow.**

Ref. No. Tender No. NSIC/NSSHO-LKO/Off Opn/19-20

Date: 10.11.2019

<b>Technical Bid</b>		
<b>BIDDER'S DESCRIPTION</b>		
<b>1.</b>	<b>Details of Firm/Proprietor/Agency</b>	
1.1	Name of Firm/Proprietor/Agency	
1.2	Full address of Firm/Proprietor/Agency with Pincode	
1.3	GST No. of the Firm/Proprietor/Agency, if applicable.	
1.4	Contact numbers: Telephone No./Mobile No.	
1.5	Email ID of Firm/Proprietor/Agency	
<b>2.</b>	<b>Detailed location and address of the premises offered:</b>	
2.1	Address of the Office Space	
2.2	Land Mark of the Office Space	
2.3	Distance from the Main Road in meters	
2.4	Attach layout drawings of the office premises as per tender requirements (Yes/No)	
2.5	Floor no. of the offered premises:	
<b>3.</b>	<b>Attached Infrastructure and amenities of the office</b>	
3.1	Built-up Area of offered space in sq. ft	
3.2	Status of offered premises (furnished/ un-furnished)	
3.3	Nos. of rooms	
3.4	Nos. of toilets	
3.5	Is pantry available (Yes/ No.)	
3.6	Is there attached Air Conditioner (Yes/No.). If yes, mention total nos of ACs.	
3.7	Parking facility available (Yes/No)	
3.8	Electricity allotted in Kilo-watt/HP	
3.9	Year of construction / last maintenance done	
3.10	Is the office having regular water supply	
3.11	Is there power backup facility available e.g. Diesel Generator/ Inverters / Solar system etc. and how much capacity?	
3.12	Minimum period of lease, if any	
3.13	Rent enhancement periodicity, if any	
3.14	Additional infrastructure/Amenities, if any	
4.	Validity of the quotations upto (Date)	

Date:

Signature of the authorized signatory:

Name of Signatory:

Designation:

Official Stamp:

(Annexure-2)

**Tender for offering office premises for NSSHO, NSIC, Lucknow.**

Ref. No. Tender No. NSIC/NSSHO-LKO/Off Opn/19-20

Date: 10.11.2019

<b>Price Bid</b>			
Sl. No.	Description	Amount in Rs. (in figures)	Amount in Rs. (in words)
1.	Basic Rent in Rs. per sq. fts.		
2.	Basic Rent on the total offered space (in Rs.) Per Month		
3.	Taxes on Rent		
	3.1	GST rate and amount , if applicable	
	3.2	Any other tax(es) rate and amount, (please specify)	
	3.2.1		
	3.2.2		
	Total taxes (in Rs.)		
4.	Maintenance charges, if any (in Rs)		
5.	Water supply charges, if any (in Rs)		
6.	Any other charges in Rs. (Please specify)		
Gross monthly rent (Rs. in words)			

Further:-

Refundable Security deposit, if any (in Rs.)=

Rent enhancement amount and its periodicity (if any)=

Please mention who will bear the expenses of registration of Lease deed/ stamp duty charges=

Date:

Signature of the authorized signatory:

Name of Signatory:

Designation:

Official Stamp: