

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

**Tender No. - SIC/HO/EO/O/16/11**

**Dated: 26.11.2019**

## **GENERAL TERMS AND CONDITIONS**

- The Office and Godown is located at Plot No. SC-1/47, Verna Industrial Estate, Goa.
- Built-up area of Office - 221.00 Sq.mtr. and Godown Area- 352 Sq.mtr. at Ground Floor.
- The abovesaid Office and Godown are available at Main Road of Verna Industrial Estate, Goa adjacent to Siemens.
- The Office and Godown shall be allotted to the highest eligible bidder 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.
- The offer will be considered only, if Demand Draft of Rs.20,000/- in favour of “NSIC Ltd.” payable at Goa is enclosed with the offer letter. 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.20,000/- will be forfeited. The EMD of Rs.20,000/- has to be deposited along with the tender document even if, any bidder is quoting only for Office and Godown.
- Bidders should provide authorization letter of authorized signatory/GPA/Board Resolution alongwith the offer letter.
- The details of use of Office and Godown together or separately should be mentioned clearly along with the offer by the bidder.
- NSIC has got the exclusive right to accept or reject the bid without assigning any reasons.
- 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.
- 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% every year from the date of allotment.
- The successful bidder shall submit the interest free Security Deposit (refundable) for an amount equivalent to six months rent through Demand Draft in favour of “NSIC Ltd.” payable at Goa within 15 working days from the date of issue of acceptance letter to the successful bidder.
- The Power supply connection shall be obtained by the bidder as per his requirement. All electricity and water charges shall be borne by the bidder on the actual consumption.
- The NSIC reserve the right to cancel the lease/contract at any time by giving a notice of 30 days.
- 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.
- The successful bidder(s) has to sign Lease Agreement in prescribed format provided by the NSIC.

- The bidder(s) shall abide by all rules and regulations of statutory bodies like Pollution Control Board, Fire department and other local administration notifications etc. for setting up of the Office and Godown.
- 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 in any condition.
- Any structural change/modification in the said Office and Godown shall not be allowed.
- 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.
- In case the bidder(s) commits breach of any of the terms and conditions as mentioned above and contained in the agreement, NSIC has right to terminate the agreement and the bidder shall vacate the premises immediately and hand over the vacant possession.
- The bidder(s) shall comply all applicable law such as Factory/Labour/Wages Law etc. as per applicable rules of local State/Center Govt.
- The expenses on account of registration of lease agreement shall be borne by the bidder(s).
- The bidder(s) shall pay the rent in advance by 10<sup>th</sup> 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 alongwith interest till handing over the vacant possession of the Office and Godown to the NSIC.
- 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.
- 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.
- Bidder(s) should quote their rates in enclosed proforma only.
- Bidder(s) should sign every page of this document along with the seal.
- Incomplete or deviating offer shall be rejected.
- The tender should be submitted in two separate sealed envelopes containing Technical Bid alongwith self attested documents and DD of Rs.20,000.00 & Price Bid containing the Proforma as per Annexure-A.
- The Bidder(s) can quote for Office or for Godown. If Bidder(s) is interested for both Office and Godown they can quote for both. Preference will be given to the highest Bidder(s) quoting individually for the Office or Godown or for the both.

- The offer is open for MSMEs and related organization working for the facilitation/development of MSMEs/PSUs/CPSUs/Govt. Departments.
- The price bid will be opened only for those who will qualify the technical bid.
- The tender will be available on NSIC website [www.nsic.co.in](http://www.nsic.co.in) from 26.11.2019 to 11.12.2019 upto 2.00 PM only.
- The Tender shall be valid for 120 days.

### **Technical Bid Envelop**

The tenderers will submit the self-attested photocopies of the following documents:

- a) Copy of ownership registration certificate of the tenderer (supporting documents as applicable in terms of Proprietor, or registered partnership Deed (Partnership Firm) or Memorandum and Article of Association (Ltd./Pvt. Ltd. Firm).
- b) Copy of GST as applicable.
- c) Copy of PAN number in the name of registered owner or firm.

In case of MSME, the following additional documents are required:

- a) Udyog Aadhar Memorandum (For MSME units).
- b) Net worth of the Proprietor/Director/Partners.
- c) Copy of last Three years audited complete Balance Sheet.
- d) Copy of business projection for the next five years.

### **Price Bid Envelop** - Annexure-A

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: 11.12.2019 upto 3.00 P.M. in the Tender Box at Office and Godown located at Plot No. SC-1/47, Verna Industrial Estate, Goa.

DATE OF OPENING OF TECHNICAL BID & PRICE BID- 11.12.2019 at 4.30 P.M in presence of attending bidders.

CGM-SG (MIS),  
NSIC Head Office,  
Okhla Industrial Estate, New Delhi-110020

I hereby accept all the above terms & conditions.

Signature and Seal of bidder

Annexure-A

**PERFORMA FOR THE RATES**

To,

In-Charge,  
NSIC Sub-office,  
Plot No. SC-1/47,  
Verna Industrial Estate,  
Goa.

Dear Sir,

With reference to the Advt. no. .... Dated....., We, M/s..... offer the following rent to take the Office measuring .....sq.mtr. and Godown measuring .....sq.mtr. of NSIC at Plot No. SC-1/47, Verna Industrial Estate, Goa for setting up the ..... (..... Activity) on Lease basis in accordance with the terms & conditions mentioned in the above tender document. We are also enclosing Demand Draft No..... dated .....drawn on.....(Name of Bank) for Rs.20,000/- drawn in favour of NSIC Ltd., payable at Goa.

Sl. No.	Details of the Property	Monthly Lease Rent (Amount in Rupees)
1.	Office	Rs..... per month (Rupee..... ..... only) per month
3	Godown	Rs..... /sqm/month (Rupee..... ..... only) per sqm per month
		<b>Total Amount Rs.....</b>

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 above mentioned rent in accordance with the terms & conditions mentioned 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