



**NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**  
**BRANCH OFFICE: CENTRAL DELHI, NARAINA**  
**(A Govt. of India Enterprise)**

CB-326, 11<sup>th</sup> Floor, Ring Road, Naraina, New Delhi-110028,  
E-mail: [bonaraina@nsic.co.in](mailto:bonaraina@nsic.co.in) Website: [www.nsic.co.in](http://www.nsic.co.in), Tel : 011-25775787, 25775166, M:9897089899

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Tender No.NSIC/BOCD/Off. Space/(2)/2020-21

Dated: 11.12.2020

**Notice Inviting Tender for Hiring of Office Space for Branch Office-CENTRAL DELHI, NARAINA.**

NSIC, Branch Office Central Delhi, Naraina (A Govt. Of India Enterprises) is looking for furnished office premises, with a carpet area of approx. 2000Sq.ft. and above preferably in a prominent place alongside any main road/ railway/Metro Station at Naraina/Naraina Vihar Area, New Delhi.

Quotations are hereby invited in single stage, two envelope method from the interested firms/agencies/ individuals towards offering for the desired office space, mentioning terms and conditions of lease rent. Security deposit, maintenance charges, electricity charges, water charges, municipal tax, lock in period, annual increment, GST etc (if any). Preferences shall be given to Government owned building or Property.

Interested bidders may collect the tender in hard copy from the NSIC Branch office Central Delhi, Naraina or download the detailed tender documents from our website at [www.nsic.co.in](http://www.nsic.co.in) or Central Procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in) from 11.12.2020 onwards, fill up properly and submit. Last date for submission of tender is 31.12.2020 upto 1600hrs.

Sr. Branch Manager, NSIC Ltd., B.O Central Delhi



NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

BRANCH OFFICE: CENTRAL DELHI, NARAINA

(A Govt. of India Enterprise)

CB-326, II<sup>nd</sup> Floor, Ring Road, Naraina, New Delhi-110028,

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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 (to be submitted in a sealed envelope)**

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. 9 of Terms & Conditions and details as per Annexure-1 are to be enclosed.

**PRICE BID (to be submitted in another sealed envelope)**

The Price bid should clearly mention the offered monthly rent (Should Not exceed Rs.90,000/-) along with yearly increment **including all the applicable taxes and charges** as per Annexure-2.

The Technical Bid and Price Bid, both in separate sealed envelope shall be submitted in a bigger sealed envelope addressed to **Sr. Branch Manager, National Small Industries Corporation Ltd, (A Govt. of India Enterprise), CB-326, 11<sup>th</sup> Floor , Ring Road ,Naraina, New Delhi-110028** in the tender box. **The last date and time for submission of the tender documents is 31.12.2020 (Thursday) till the 1600 Hrs.** The Technical Bid will be opened on the same day i.e. on **31.12.2020 at 1700 Hrs** in the presence of the Bidders or 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 only who will qualify based on Technical Bids. The date of opening of Price Bids will be intimated to the technically qualified Bidders via mobile SMS and email as per mobile number and email address furnished by them in their respective Technical Bids, keeping a record of it with NSIC within a One week after last date of Submission of Tender. **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) and also on [www.eprocure.gov.in](http://www.eprocure.gov.in) w.e.f. **11.12.2020**.

#### **Terms & Conditions for Hiring of Office Premises for Branch Office- Central Delhi, Naraina**

1. The building in which office space is offered should be furnished and office premises should have reception counter, two Cabins, one store room, one conference room, one toilet along with all basic amenities, like - proper water connection / facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity 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. 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 lease rental shall be subject to TDS as per the provision of Income Tax Act and GST in force.
6. The bids not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
7. After opening of the Technical Bids, during their evaluation (which includes fulfilment 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. The un-opened Price Bid of technically disqualifying Bidder shall be returned to them. A committee of NSIC Officials will visit the offered premises of the technically fulfilling Bidders on opening of Technical Bid to ascertain the suitability of premises for NSIC utilization.

8. 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.
9. The following documents should be submitted alongwith Tender documents (i.e. with Technical Bid), self-attested with stamp and signature of owner or authorized signatory of the property.
  - a. Documents in support of ownership of the building/ land and construction there on.
  - b. Copies of PAN and Aadhar Cards of the Proprietor/owners of the premises.
  - c. Proof that the applicant is the original owners of the property offered.
  - d. Copies of approved plan of the building offered with map (including mention of area) duly certified by concerned authority.
  - e. Copy of completion certificate issued by the Competent Authority.
  - f. Copy of GST registration certificate, if applicable.
  - g. Self declaration regarding the offered premises is free from Any Litigation / encumbrance.
10. The Tender (Technical and price bid) should be submitted in a sealed cover containing two separate sealed envelopes having the Technical Bid and Price Bid in each envelope separately, super scribing Technical Bid, Price Bid and Tender for Hiring of office premises for NSIC B.O, Central Delhi, Naraina, 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. 9 and details on prescribed format as per Annexure-1 (and also all the pages of this Tender documents shall be 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.
11. The validity of the quotations/ offers by the Bidder in the Technical Bid should be minimum **90 days** from the opening date of the Technical Bid.

12. The premises shall be initially taken on rent for **five year period** with a lock-in period of one year. Also, 5% yearly increase in rent shall be provided and minimum of three months notice is required for vacation of the property applicable for both the parties.
13. The expenses of registration of Lease deed/ stamp duty charges shall be borne in 50:50 ratio by both the parties.
14. The Court at Delhi alone shall have exclusive Jurisdiction in respect of any dispute arising out of this Tender.

**Tender for Hiring of Additional Office Premises for Branch Office-Central Delhi, Naraina**

Tender No. NSIC/BOCD/Off.Space/(2)/2020-21

Date: 11.12.2020

Technical Bid		
<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 Pin code	
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 number 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. feet)	
3.2	Status of offered premises (un-furnished) /(furnished)	
3.3	Number of rooms	
3.4	Number of toilet	
3.5	Pantry availability (Yes/ No.)	
3.6	Is there attached Air Conditioner (Yes/No.), If yes, mention total nos of ACs and tonnage	
3.7	Parking facility available (Yes/No)	
3.8	Electricity connection (in Kilo-watt or HP)	
3.9	Year of construction / and 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. , indicate capacity, if available	
3.12	Lease period of five years (YES/NO)	
3.13	Additional infrastructure/Amenities, if any	
<b>4.</b>	Validity of offer, minimum 90days (Yes/No)	

Date:

Signature of the authorized  
signatory: Name of Signatory:  
Designation:  
Official Stamp:

**PRICE –BID (Annexure-2) Tender for Hiring of Office Premises for Branch Office-Central Delhi, Naraina**

Tender No. NSIC/BOCD/Off. Space/(2)/2020-21

Date: 11.12.2020

Price - Bid			
Sl. No.	Description	Amount (in Rs.) (in figures)	Amount (in Rs.) (in words)
1.	Basic Rent (in Rupees per sq. feet)		
2.	Basic Rent on the total offered space (in Rupees per Month)		
3.	Taxes on offered Rent (in Rupees)		
	3.1 GST rate and amount		
	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, if any (Please specify)		
Gross monthly rent (in Rs.) (in words)			

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

Date:

Signature of the authorized signatory:

Name of Signatory:

Designation:

Official Stamp: