

**TENDER**

**For**

**Leasing out Office Space at**

**NSIC Technical Services**

**Centre (NTSC), Okhla,**

**New Delhi**

**Tender No. NTSC/OK/INFRA/10/2020-21**  
**Dated: 11th January 2021**

**NSIC Technical Services Centre (NTSC)**  
"Near Govindpuri Metro Station", Okhla industrial Estate, P-III,  
New Delhi – 110 020

**NSIC Technical Services Centre (NTSC)**

"Near Govindpuri Metro Station", Okhla industrial Estate, P-III,  
New Delhi – 110 020

**CIN No. U74140DL1955GOI002481**

Ref. NTSC/OK/INFRA/10/2020-21

Dated: 11.01.2021

**INDEX OF TENDER DOCUMENTS**

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**NSIC Technical Services Centre (NTSC)**

"Near Govindpuri Metro Station", Okhla industrial Estate, P-III,  
New Delhi – 110 020

**NOTICE INVITING TENDER**

National Small Industries Corporation (NSIC), is an ISO 9001-2015 certified Government of India Enterprise under Ministry of Micro, Small and Medium Enterprises (MSME). NSIC has been working to promote, aid and foster the growth of micro, small and medium enterprises in the country. NSIC operates through countrywide network of offices and Technical Centres in the Country.

NSIC- Technical Services Centre (NTSC), Okhla, New Delhi invites sealed tender in Single stage, two envelope method (i.e. Technical & Financial bid in separate envelopes), from eligible and qualified units for hiring of office space on lease (three numbers office space) in its NTSC campus. Each office space lease tender to be applied with its applicable registration money.

The details are summarized below:-

a)	Tender number:	Reference number for inviting bids through this tender is NTSC/OK/INFRA/10/2020-21.
b)	Usage of Space	Preference for allotment of space will be given to IT/ITES/MSME, etc. or the Units that are falling under the overall definition of MSME as per the guidelines of Ministry of Micro, Small and Medium Enterprises. Units other than MSME both under the Govt. and Non-Govt. category such as Banks/PSUs/ Financial institutions, corporate sectors, etc. are also considered for allotment on a case-to-case basis.
c)	Layout plan of spaces (three numbers):	Refer Layout Plan for office space-1, Layout Plan for office space -2 and Layout Plan for office space -3, as per office space mentioned in the tender for leasing.
d)	Web page for details of tender	Web page: <a href="https://nsic.co.in/tender/Current-Tenders">https://nsic.co.in/tender/Current-Tenders</a> or <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> . The prospective Bidders are advised to remain in touch with the website for any update in respect of this tender and its amendment or clarification.



e)	Locations of available space (in super built-up area) (three numbers space, refer enclosed layout drawings also)	<ol style="list-style-type: none"><li>1. Block-E, IInd floor, Administrative building, NTSC Okhla (6681Sqft)(office space-1).</li><li>2. J Block , NTSC Okhla, (3659 Sqft)(office space-2).</li><li>3. J Block , NTSC Okhla, (11099 Sqft)(office space-3).</li></ol> <p>It may be noted that The General Manager (NTSC Okhla) has right to cancel the tender(s) and allocation of any space at any point of time without assigning any reason thereof.</p>																										
f)	Registration Money along with Tender (Technical-Bid) to be submitted	<table border="1" data-bbox="646 583 1523 968"><thead><tr><th>Office Space on Lease</th><th>Location</th><th>Super built up area (in Sqft)</th><th>Registration Money per location (in Rs.)</th></tr></thead><tbody><tr><td>1</td><td>Block-E, IInd floor, Administrative building,NTSC Okhla</td><td>6681</td><td>5,47,842</td></tr><tr><td>2</td><td>J Block, NTSC Okhla</td><td>3659</td><td>3,00,038</td></tr><tr><td>3</td><td>J Block, NTSC Okhla</td><td>11099</td><td>9,10,118</td></tr></tbody></table> <p>The REGISTRATION MONEY of the respective location shall be submitted in the form of DD/RTGS/NEFT in favour of '<b>NSIC Ltd.-NTSC A/c</b>' payable at <b>New Delhi</b> and the proof of the same to be enclosed with technical bid, while submitting the tender. In case Bidder wishes to bid for more than one location, the REGISTRATION MONEY of each respective location will be payable separately with technical bid of respective location. The payments may also be made through online mode.</p> <p>For online payments bank details are as under:-</p> <table data-bbox="662 1476 1461 1638"><tr><td><b>Name of the Bank</b></td><td><b>Punjab National Bank,</b></td></tr><tr><td><b>Branch</b></td><td><b>NSIC Okhla</b></td></tr><tr><td><b>Beneficiary Name</b></td><td><b>NSIC Ltd NTSC A/c</b></td></tr><tr><td><b>Account No</b></td><td><b>0602002100009880</b></td></tr><tr><td><b>IFSC Code</b></td><td><b>PUNB0060200</b></td></tr></table>	Office Space on Lease	Location	Super built up area (in Sqft)	Registration Money per location (in Rs.)	1	Block-E, IInd floor, Administrative building,NTSC Okhla	6681	5,47,842	2	J Block, NTSC Okhla	3659	3,00,038	3	J Block, NTSC Okhla	11099	9,10,118	<b>Name of the Bank</b>	<b>Punjab National Bank,</b>	<b>Branch</b>	<b>NSIC Okhla</b>	<b>Beneficiary Name</b>	<b>NSIC Ltd NTSC A/c</b>	<b>Account No</b>	<b>0602002100009880</b>	<b>IFSC Code</b>	<b>PUNB0060200</b>
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g)	Exemption from the payment of REGISTRATION MONEY and Tender fee	The exemption for the payment of REGISTRATION MONEY as well as tender fee will be applicable to NTSC existing tenants only.																										



h) Cost of Tender Documents		The tender document can be downloaded from the Web page: <a href="https://nsic.co.in/tender/Current-Tenders">https://nsic.co.in/tender/Current-Tenders</a> or from CPP Portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> from <b>11th January 2021 Time 12.00 noon onward to 01 February 2021 up to 3.00 PM</b> . The tender fee of Rs.1180/- (including GST) in form of DD/RTGS/NEFT in favour of ' <b>NSIC Ltd.-NTSC A/c</b> ' payable at <b>New Delhi</b> shall be enclosed with Technical Bid of the tender while submitting the tender. In case payment is transferred on line, the proof of the same to be enclosed with technical bid.
i) Last date of submission of tender		Two sealed envelopes- Technical bid including REGISTRATION MONEY & cost of the tender and Financial Bid, shall be placed in a bigger envelope. Each envelope should be super-scribed as: <b>Tender No. NTSC/OK/INFRA/10/2020-21,</b> <b>Location-----</b> <b>Super Built-up Area-----.</b>  <b>Tender must be delivered to the address below on or before 01<sup>st</sup> February 2021 up to 3.00 PM.</b>  General Manager, NSIC Technical Services Centre (NTSC) "Near Govindpuri Metro Station", Okhla industrial Estate, P-III, New Delhi – 110 020  <b>Late bids will be rejected.</b>
j) Pre Bid Meeting		The pre bid meeting will be held on 15 <sup>th</sup> January, 2021 at 11.00 AM at Conference room, NSIC Technical Services Centre (NTSC), "Near Govindpuri Metro Station", Okhla industrial Estate, P-III, New Delhi – 110 020
k) Date of opening of Technical Bid.		<b>The technical bid for the tender shall be opened on 1st February 2021 at 16.00 hours at the following address:</b>  Conference room, NSIC Technical Services Centre (NTSC), "Near Govindpuri Metro Station", Okhla industrial Estate, P-III, New Delhi – 110 020



		One Representative from each Bidder may attend the opening of technical bid.
I)	Date of opening of Financial Bid	The date for opening of second envelope containing Financial Bid will be intimated to the technically qualified Bidders separately.

**Note:** In case of any further details required, the same may be obtained from the office of the Dy General Manager (Infrastructure), Mobile No: 09818565671, NSIC-Technical Services Centre, Okhla Industrial Estate, P-III, New Delhi from **11th January 2021 Time 1.00 PM onward to 1st February 2021 up to 3.00 PM** (except Saturday & Sunday).

General Manager  
NSIC Technical Services Centre (NTSC),  
Near Govindpuri Metro Station,  
Okhla industrial Estate,  
P-III, New Delhi – 110 020  
Phone No.: 011-26826847/26826801

## General Terms and Conditions

Separate sealed tenders with 120 days validity from the date of opening of tenders are invited by NSIC Technical Services Centre (NTSC), New Delhi-110020, to let out the office space on lease in NTSC complex in Single stage, two envelope method, Technical Bid as well as Financial Bid in separate envelopes. Details of available spaces are mentioned in the Tender Document.

DETAIL OF THE OFFICE SPACE IS AS UNDER:-

Office space	Space Location	Super built up Area in Sq ft.	Layout for office space (refer layout plan drawing)
1.	Block-E, IInd floor, Administrative building, NTSC Okhla.	6681	Layout Plan-1
2.	J Block, NTSC Okhla	3659	Layout Plan-2
3.	J Block, NTSC Okhla	11099	Layout Plan-3

The space shall be allotted to the highest eligible Bidder subject to the approval of Competent Authority. **However, NTSC existing tenants will be given a chance to match the highest Bidder if the quote of existing tenant is within the range of 15% of the highest Bidder.** In case of tie/equal price in the bidding process, the existing tenant will be given preference.

- Lease rent will be charged on the super built-up area of the Demised Premises. The Super built-up area will be equivalent to 1.35 times of Carpet area of the Demised Premises, which will be measured in the presence of representative of successful Bidder(s).
- Housekeeping and maintenance of the common area shall be undertaken by NTSC Okhla. However, the allottee shall be responsible for housekeeping and maintenance of the area allotted to them.
- Registration money will be payable by the unit. The registration money should be payable through DD/ RTGS /NEFT in favouring "**NSIC Ltd. NTSC A/c**" payable at New Delhi. In this case no interest on registration money will be paid.
- In case of successful applicants who have been allotted the space, the registration money will be adjusted against their Security Deposit. In case the applicant withdraws application either at processing stage or after issuance of allotment letter or does not take possession of the allotted premises before the stipulated date mentioned in the allotment letter, its allotment of space will automatically stand cancelled and registration money will be forfeited. In case, NTSC Okhla refuse the application on valid grounds, the registration money will be refunded without any interest. However in case of unsuccessful Bidder the same shall be refunded without interest after opening of the bids.

- The REGISTRATION MONEY for the respective space is as mentioned below:-

Office space	Location	Super Built-up area in sqft	REGISTRATION MONEY (in Rs.)	Reserve price for super built-up area per Sqft per month (excluding GST).
1.	Block-E, IInd floor, Administrative building, NTSC Okhla	6681	5,47,842	<b>@ Rs 82/-</b>
2.	J Block NTSC Okhla	3659	3,00,038	
3.	J Block NTSC Okhla	11099	9,10,118	

**Any financial bid below the reserve price i.e. Rs 82/- per Sqft per month excluding GST on super built up area, will be rejected.**

- NTSC has the exclusive right to accept or reject the bid without assigning any reasons.
- The office space will be leased out after removal of belongings of existing tenants. 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 in writing from General Manager, NTSC.
- The Bidder will not make any structural alterations into or upon the space or make any alterations or addition to the external appearance or any part of the space without prior consent in writing.
- Authorized employee of NTSC shall be allowed to enter into the office at any time for inspection.
- The lease agreement shall be executed for three years initially which may be extended further as per policy of the Corporation. The rent shall be enhanced by 5% every year.
- The successful Bidder(s) shall submit the interest free Security Deposit (refundable) for an amount equivalent to six months' rent through Demand Draft in favour of "NSIC Ltd. NTSC A/c" payable at New Delhi within 15 working days from the date of issue of acceptance letter to the successful Bidder.
- The Power supply connection shall be provided by NTSC near the allotted space however power cabling, metering & other related work shall be the responsibility of the successful Bidder. All electricity and water charges shall be borne by the Bidder on the actual consumption basis at prevailing rate.



- Either party may cancel the lease deed at any point of time by giving an advance notice of 90 days.
- The security arrangement of the allotted space shall be the responsibility of the Bidder(s) and NTSC shall not be responsible for any loss or damage of the belongings lying in the aforesaid space.
- The successful Bidder(s) has to execute a Lease Agreement in prescribed format provided by this office. The expenses towards the registration shall be borne by the successful Bidder.
- The Bidder(s) shall abide by all rules and regulation of statutory bodies like Pollution Control Board, Fire department and other local administration notifications etc. for setting up of the Office.
- The Office Space 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 Space shall not be Sublette to any other agency/firm in any condition.
- Any structural change/modification in the allotted space is not allowed. However minor repair & renovation work can be carried out subject to approval of the competent authority.
- In case Bidder wants to vacate the Office 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 the right to terminate the agreement and the Bidder shall vacate the premises immediately and hand over the vacant possession without any protest.
- The Bidder(s) shall comply all applicable law such as Factory/Labour/Wages Law etc. as per applicable rules of local State/Center Govt.
- **PAYMENT TERMS:** 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 space will stand automatically cancelled and the party will hand over the vacant possession of office space to NTSC. The party shall be liable to pay rent/other charges along with interest till handing over the vacant possession of the space to the NTSC.
- 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 deposit will be forfeited.

- Bidder(s) is advised to visit Office Space located at NTSC Okhla New Delhi before submitting their offer at the time of Pre- Bid meeting on 15<sup>TH</sup> January, 2021 at 11 AM and get well versed with the location as well as conditions of the Office Space. No claim/request shall be entertained in this regard after submission of their offer.
- Bidder(s) should quote their rates in enclosed Performa only.
- Bidder(s) should sign every page of this Tender document along with the seal. Other submitted paper shall also be signed and stamped by the Bidder.
- 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/online proof of payment as mentioned above & Financial Bid as per the tender document.
- The Financial 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) or [www.eprocure.gov.in](http://www.eprocure.gov.in) from 11th January 2021 to 1st February 2021 upto 3.00 PM only.
- The Tender shall be valid for 120 days.
- Working days- Monday to Saturday except national holidays. Working hours from 8.00 am to 10.00pm.
- Signboards/Hoardings etc. will be displayed by the allottees only at the prescribed locations identified by NTSC Okhla.
- Car parking space in the designated area is free for employees/staffs of successful allottees subject to the availability of parking area.

**ARBITRATION CLAUSE:**

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 performance of the contract, any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the existence of the contract or after the termination of the contract, the same 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 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, 1996 as amended by Arbitration and Conciliation (Amendment) Act 2015 shall be applicable to such proceedings.

## Statement of Charges

S. No	Description	Terms & Conditions	
		For Non-Government Units	For Government units such as PSUs/Banks/Institution, etc.
1.	Interest Free Security Deposit	Equivalent to 6 month lease rental on super built up area. Balance amount, as per the letter of allotment, is to be paid after adjusting registration money already paid.	Equivalent to 03 months lease rental on super built up area. Balance amount, as per the letter of allotment, is to be paid after adjusting registration money already paid.
		<b>Above clause is not applicable for existing tenant(s).</b>	
2.	Lease Period	The Lease period shall be initially allotted for three years which is extendable maximum for the period of nine years subject to approval of the Competent Authority and mutually agreed by both the parties for execution at the revised rentals.	The lease period shall be initially allotted for three years which is extendable maximum for the period of Nine years subject to approval of the Competent Authority and mutually agreed by both the parties for execution at the revised rentals.
3.	Notice Period	90 days by either party.	90 days by either party.
4.	Fit out/Rent free period (for allotted area)	Upto 1000 sq. ft.-20 days 1001-2000 sqft.-30 days 2001-4000 sqft.-45 days 4001 and above-60 days Fit out period shall be effective from 10 <sup>th</sup> day of issue of Allotment Letter.	90 days for allotment which shall be effective from 10 <sup>th</sup> day of issue of Allotment letter
		<b>Above clause is not applicable for existing tenant(s).</b>	

5.	Car Parking charges	Car parking space in the designated area is free for employees/staffs of successful allottees subject to the availability of parking area	Car parking space in the designated area is free for employees/staffs of successful allottees subject to the availability of parking area
6.	Lease deed Registration/stamp duty charges	To be borne by Lessee	To be borne by Lessee
7.	Utility charges (Electricity & water)	The Power supply connection including DG back up will be provided by NTSC Okhla near the allotted space however inside power cabling & other related work shall be the responsibility of the successful Bidder. All electricity and water charges shall be borne by the Bidder on the actual consumption basis at prevailing rates.	
GST charged (alongwith other applicable taxes) shall be over and above the rent and utility charges and same shall be payable by the successful Bidder.			

## **Technical Bid (List of documents to be submitted)**

**The Bidder shall submit duly signed and sealed page no. 1 to 16 of this tender while submitting the technical bid of the tender.**

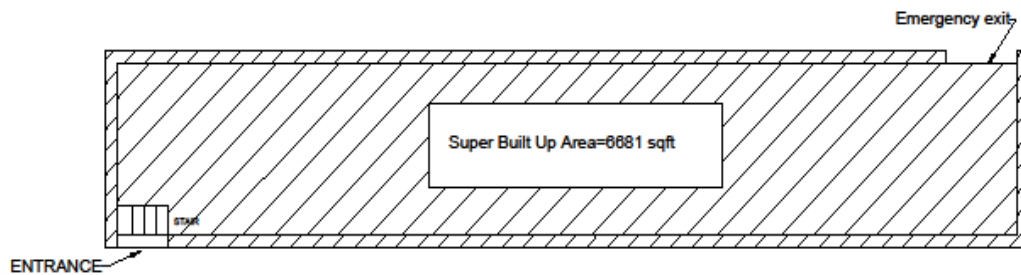
**The Bidder shall write clearly on each envelope the location & area (as per clause-i), of page no. 5 of this tender).**

### **Following self-attested list of documents to be attached as part of technical bid:**

- a) Copy of ownership registration certificate of the firm/company (supporting documents as applicable in terms of Proprietor, or registered partnership Deed (Partnership Firm) or Memorandum and Articles of Association (Ltd./Pvt. Ltd. Firm).
- b) Copy of GST as applicable.
- c) Copy of PAN card in the name of proprietor /partner/director of company/firm.
- d) Copy of Aadhar card of proprietor /partner/director.
- e) Board resolution in favour of Authorised signatory in case of Pvt. Ltd. Or Public Ltd. Company or Copy of Partnership deed in case of Partnership Company or Power of Attorney in favour of Authorised signatory in case of Partnership Company.
- f) Proposed line of activities. Profile of the firm/company to be attached
- g) Copy of 3 years Audited Balance Sheet and Business projections of the company for next 3 years
- h) Brief background of the Proprietor/ Partners/ Directors of the firm/ company.
- i) In case of MSME, Udyam Registration/Udyog Aadhar Memorandum.
- j) Proof of payment of REGISTRATION MONEY & Cost of Tender document.

NSIC TECHNICAL SERVICE CENTRE  
OKHLA, NEW DELHI-110020

Layout Plan- 1

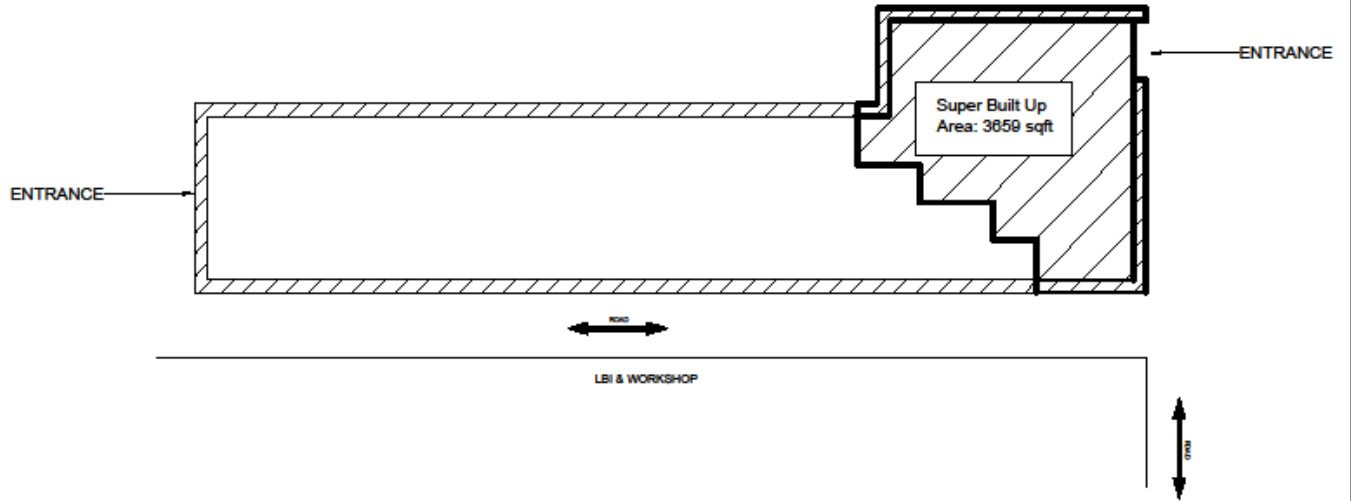


Location: Block-E, 2nd Floor, Administrative  
Building, NTSC Okhla  
Super Built Up Area: 6681 sqft

Parking Area

NSIC TECHNICAL SERVICE CENTRE  
OKHLA NEW DELHI-110020

Layout Plan- 2



Location: J Block, NTSC Okhla

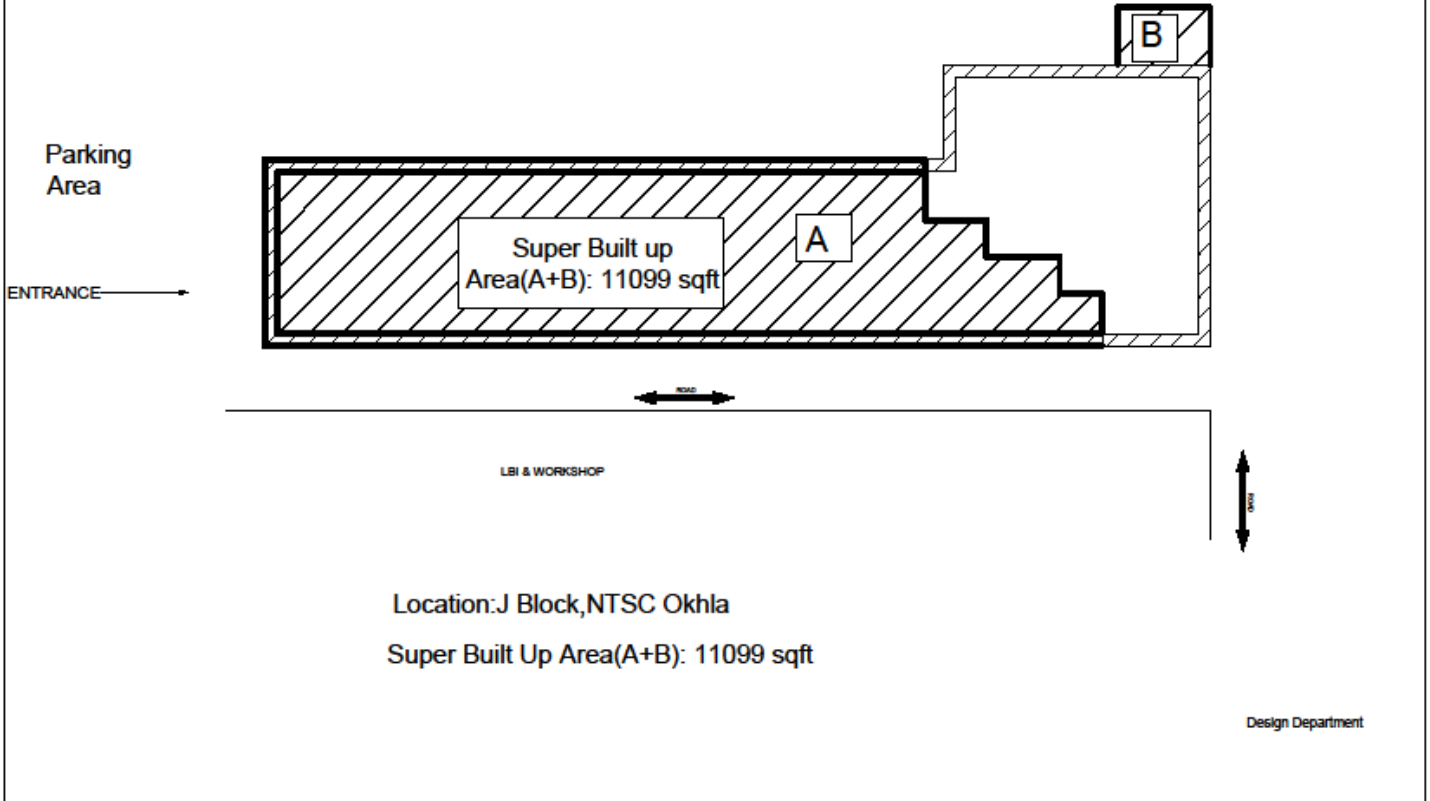
Super Built Up Area: 3659 sqft

Design Department



NSIC TECHNICAL SERVICE CENTRE  
OKHLA NEW DELHI-110020

Layout Plan- 3



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**Financial-Bid(Price-Bid)**

(to be submitted separately in a sealed envelope)

To,  
 General Manager  
 NSIC-Technical Services Centre (NTSC)  
 Okhla, Phase-III, Near Govindpuri Metro Station  
 New Delhi-110020

Dear Sir,

With reference to the Tender No. NTSC/OK/INFRA/10/2020-21 Dated: 11th January 2021, We, M/s..... (Firm/ Company Name) offer the following rent to take the office space measuring super built up area of .....Sq.ft. located in the premises of NTSC Okhla for setting up the office on lease basis in accordance with the terms & conditions mentioned in this tender document.

Sl. No.	Details of Office space to be given on Lease	Monthly Lease Rent for super built up area (Amount in Rupees) (excluding GST)
1.	Office space (for setting-up) with super built up area of .....Sqft ..... ..... ..... ..... (Please mention the area and location).	Rs (in figures)...../Sqft/month Rs (in words) ..... ..... per Sqft /month

It is hereby certified that I have seen all the terms and conditions mentioned in the tender documents 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.