



**NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
BRANCH OFFICE: ANDHERI  
(A Govt. of India Enterprise)**

3A3, 3rd Floor, Gundecha Onclave, Kharani Road, Sakinaka, Andheri – East, Mumbai – 400 064.

Website: [www.nsic.co.in](http://www.nsic.co.in) E-mail: [boandheri@nsic.co.in](mailto:boandheri@nsic.co.in) Phone: 022-28509915 / 16

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**Tender No. NSIC /ADI/SPACE/(1)/2021-22**

**Date: 29-09-2021**

**Notice Inviting Tender for Hiring of Office space for Branch Office, Andheri.**

NSIC, (A Government of India Enterprise) is looking for furnished office space, with a carpet area of 1200 sq. fts. and above preferably in a prominent place for branch at Andheri, Mumbai. 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 & conditions of lease rent, security deposit, maintenance charges, electricity charges, water charges, municipal taxes, lock in period, annual increment, GST etc (if any). Preference shall be given to Government / PSU owned Building or property. Interested Bidders may collect the Tender in hard copy from NSIC, Branch Office Andheri 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 29-09-2021 onwards, fill-up properly and submit. Last date for submission of tender is 20-10-2021 upto 1400 Hrs.

Branch Manager  
NSIC Ltd.,  
B.O Andheri



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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**

The Technical Bid should contain detail information of the locality and area of the space, 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 along with yearly increment **including / excluding all the applicable taxes** if any as per Annexure-2.

The sealed envelope of Technical Bid and Price Bid should be submitted in one sealed envelope addressing to **Branch Manager, National Small Industries Corporation Ltd, (A Govt. of India Enterprise), 3A3, 3rd Floor, Gundecha Onclave, Kharani Road, Sakinaka, Andheri – East, Mumbai – 400 064.** in the tender box. **The last date and time for submission of the tender documents is 20-10-2021 till the 1400 Hrs.** The Technical Bid will be opened on the same day i.e. on 20-10-2021 at 1500 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 email address furnished by them in their respective Technical Bids, keeping a record of it. **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. 29-09-2021.

### **Terms & Conditions for Hiring of office space for Branch Office, NSIC Andheri**

1. The building in which office space is offered should be furnished and office space should have reception counter, two Cabin, approximate 10 working table, one store room, one conference, 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 offered office space.
2. **The offered space should be preferably on the ground floor / First floor** and 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 space.
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 offered office space) 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 offered office space 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.

- 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 office space.
  - b.** Copies of PAN and Aadhaar Cards of the Proprietor/owners of the office space.
  - c.** Copy of GST registration certificate, if applicable.
- 10.** 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, super scribing Technical Bid, Price Bid and Tender for Hiring of office space for NSIC B.O, Andheri, 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 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.
- 11.** 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.
- 12.** The offered office space shall be initially taken on rent for five year period with a lock-in period of one year.
- 13.** The expenses of registration of Lease deed/ stamp duty charges shall be borne 50:50 by both the parties.
- 14.** Enhancement in rent-5% per annum

15. NSIC will not pay agency charges for hiring of office space.
16. In the event of any dispute, the legal matter shall be subjected to the jurisdiction of Mumbai court only.
17. The contract can be cancelled if :  
Tenderer enters into a contract with the Corporation in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the Accepting Authority/Engineer-in-Charge; or Offers or gives or agrees to give to any person in Corporation's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or having done any act in relation to the abstention or execution of this or any other Contract for the Corporation; or Obtains a Contract with the Corporation as a result of ring tendering or other non-bonafide methods of competitive tendering."
18. The gross total charges shall be evaluated to determine the lowest bidder for awarding the order.

**Tender for offering office space for NSIC Andheri.****(Annexure-1)****Tender No. NSIC /ADI/SPACE/(1)/2021-22****Date:** \_\_\_\_\_

<b>Technical Bid</b>		
<b>BIDDER'S DESCRIPTION</b>		
<b>1.</b>	<b>Details of Firm /Proprietor /Agency / Govt. / PSU</b>	
1.1	Name of Firm /Proprietor /Agency / Govt. / PSU	
1.2	Full address of Firm/Proprietor/Agency / Govt. / PSU with Pin code	
1.3	GST No. of the Firm/Proprietor/Agency/Govt/PSU, if applicable.	
1.4	Contact numbers: Telephone No./Mobile No.	
1.5	Email ID of Firm / Proprietor /Agency / Govt / PSU	
<b>2.</b>	<b>Detailed location and address of the office space offered:</b>	
2.1	Address of the furnished Office Space	
2.2	Land Mark of the furnished Office Space	
2.3	Distance of furnished office space from the Main Road in meters	
2.4	Attach layout drawings of the furnished office space as per tender requirements (Yes/No)	
2.5	Floor no. of the offered furnished office space	
<b>3.</b>	<b>Attached Infrastructure and amenities of the office</b>	
3.1	Built-up Area of furnished offered space in sq. feet	
3.2	Status of offered furnished office space	
3.3	Nos. of Cabins, working tables, store room, conference, reception counter.	
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 connection in Kilo-watt/HP	
3.9	Is the office having regular water supply (Yes / No)	
3.10	Is there power backup facility available (Yes / No) e.g. Diesel Generator / Inverters / Solar system etc. , indicate capacity, if available	
3.11	Easy accessibility to physically challenged and aged visitors for offered furnished office space (Yes / No)	
3.11	Additional infrastructure/Amenities, if any	

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

**Tender No. NSIC /ADI/SPACE/(1)/2021-22**

**Date: \_\_\_\_\_**

<b>Price Bid</b> (to be submitted in a separately sealed envelope)				
<b>Sl. No.</b>	<b>Description</b>		<b>Amount in Rs. (in figures)</b>	<b>Amount in Rs. (in words)</b>
1.	Basic Rent in Rs. per sq. feet			
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) (including GST if any)			
5.	Water supply charges, if any (in Rs) (including GST if any)			
6.	Any other charges, if any (Please specify) (including GST if any)			
Gross monthly rent (Rs. in words) (Sum of Sr. No.2,3,4,5,6)				

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

Date:

Signature of the authorized signatory:

Name of Signatory:

Designation:

Official Stamp: