



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:  
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Tender No. NSIC/NSSHO-JALAUN/RET-2/2022-23

Date: 01.11.2022

**Notice Inviting Tender for Hiring of Office Premises for NSSH Office, ORAI, District JALAUN(U.P)**

राष्ट्रीय लघु उद्योग निगम लिमिटेड (भारत सरकार)का उद्यम, एम् एस एम् ई मंत्रालय के अंतर्गत (अपने राष्ट्रीय अनुसूचित जाति/अनुसूचित जनजाति हब / के लिए सुसज्जित गैर सुसज्जित परिसर की / (एन एस एच ओ) तलाश में है। हब कार्यालय, उरई, जिला जालौन/इच्छुक में (यू पी) - व्यक्तियों से वांछित कार्या/एजेंसियों/फर्मों/लय के लिए कोटेशन आमंत्रित किये जाते हैं जोकि प्रमुख व्यावसायिक स्थानों पर लगभग 1000 वर्ग फुट का निर्मित स्थल हो। इच्छुक बोलीदाता विस्तृत निविदा दस्तावेज़ दिनांक 01.11.2022 से हमारी वेबसाइट [www.nsic.co.in](http://www.nsic.co.in) या केंद्रीय खरीद पोर्टल [www.eprocure.gov.in](http://www.eprocure.gov.in) से भी डाउनलोड कर सकते हैं। निविदा जमा करने की अंतिम तिथि 21/11/2022 को 14.00 बजे तक है।

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 Orai, District JALAUN-(U.P). Quotations are hereby invited from the interested Firms/Agencies/Individuals offering the desired office space with built-up area of Approx. 1000 sq. ft. at prominent Commercial places. Interested bidders may download the detailed tender documents from our website at [www.nsic.co.in](http://www.nsic.co.in) under **Tenders** or **Central procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in)** from 01.11.2022. Last date for submission of tender is 21/11/2022 upto 14.00 Hrs.

Incharge

NSSHO, Lucknow



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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-JALAUN/RET-2/2022-23**

**Date: 01.11.2022**

**Notice Inviting Tender for Hiring of Office Premises for NSSH Office, ORAI, District JALAUN(U.P)**

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 JALAUN. Quotations are hereby invited from the interested firms/ agencies /individuals offering furnished/ un-furnished office space with built-up area measuring Approx. 1000 sq. fts. at prominent Commercial places. Location of NSSH Office have a place for putting up NSSHO Signboard prominently and accessible to the Peoples. 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 detailed information of the locality and area of the premises, the Infrastructure available, the allotted power capacity with confirmation of energy meter availability, 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 kept in the office. The last date and time for submission of the tender documents is 21/11/2022 till the 1400 Hrs. The Technical Bid will be opened on the same day i.e. on 21/11/2022 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/ telephonically as per email address/ contact no. furnished by them in their respective Technical Bids. NSIC reserves the right to accept or reject any/all the tenders/ offers without assigning any reason thereof. Detailed tender documents are available for download at our **website [www.nsic.co.in](http://www.nsic.co.in) or Central procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in)** w.e.f. 01.11.2022.

**Terms & Conditions for Hiring of office premises for National SC ST Hub Office (NSSHO), ORAI, District JALAUN (U.P)**

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 electrical connection with electricity meter and also separate water connection. Sufficient power wiring and electrical furnishings should be in place to take-up electricity load particularly 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 shall not be held liable for the damages and shall 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 (in case of offered premises is owned by sole owner) or authorized person (in case of offered premises is owned jointly by co-owners) 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 along with Tender documents (with Technical Bid)-self attested under seal and signature owner/ authorized signatory of the property:
  - (a) Copy of document in support of ownership of the building/ land and construction there on (i.e. Sale Deed/ Registry of the property.)
  - (b) Copies of PAN and Aadhaar Cards of the Proprietor/all co-owners of the premises.
  - (c) Authorization from the co-owners of the property in favour of the signatory authorizing him/her to sign bids and all other documents (sole Prop. has to submit Technical Bid and Price Bid and all other documents under his signature only)-duly attested by Notary Public. (format enclosed)
  - (d) An affidavit on Non-Judicial Stamp Paper confirming and 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)-duly attested by Notary Public. ( format enclosed)

- (e) Copies of 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.
  - (f) Copies of approved plan of the building offered with map (including mention of area) duly certified by concerned authority.
  - (g) Copy of completion certificate issued by the Competent Authority (Applicable only for new buildings).
  - (h) Updated copies of all Municipal/ other applicable taxes receipts.
  - (i) Copy of GST registration certificate, if applicable.
12. The Tender should be submitted in a sealed bigger envelope containing two separate sealed envelopes containing the Technical Bid and Price Bid in each envelope separately, super scribing Technical Bid and Price Bid respectively and Tender for Hiring of office premises for **NSSHO, Orai, District JALAUN** on the bigger envelope. The bidders should not disclose their quoted price in the Technical Bid or else it shall be summarily rejected. 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.
14. The initial period of agreement will be upto 31.03.2025 which may be further extended on mutual consent on same terms & conditions. Both parties have absolute disdreation and irrespective of the period of agreement can any time surrender/vacate the premises by giving 30 days notice by either party.
15. **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.
16. **Code of Ethics:** The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”, during the procurement or execution of such contracts. If the Bidders are found in Bid pooling, cartelization or against law on fraud and corruption then their firms may be blacklisted.

**Tender for offering office premises for NSSHO, NSIC, ORAI, District JALAUN(U.P) (Annexure-1)**

Ref. No. **Tender No. NSIC/NSSHO-JALAUN/RET-2/2022-23**

**Date: 01.11.2022**

Technical Bid		
BIDDER'S DESCRIPTION		
1.	Details of Firm/Proprietor/Agency	
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	
2.	Detailed location and address of the premises offered: 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:	
3.	Attached Infrastructure and amenities of the office	
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)

Ref. No. Tender No. NSIC/NSSHO-JALAUN/RET-2/2022-23

Date: 01.11.2022

Price Bid				
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:

Tender No. NSIC/NSSHO-JALAUN/RET-2/2022-23 Date: 01.11.2022 floated by  
National Small Industries Corporation Limited, National SC ST Hub Office (NSSHO), 503,5<sup>th</sup>  
Floor, Shriram Tower, 13, Ashok Road, Hazratganj, Lucknow for hiring office for NSSHO,  
ORAI, District JALAUN(U.P)

**Checklist to the bidders to ensure the compliance of various requirements including submission of all documents. Please tick mark in the relevant column.**

Sl. No.	Requirements	Complied			Relevant document enclosed		
		Yes	No	Not Applicable	Yes	No	Not Applicable
1.	Whether Technical Bid as per Annexure-1 has been duly filled-in (complete in all respects) all the columns.						
2	Whether Price Bid as per Annexure-2 has been duly filled-in (complete in all respects) all the columns.						
3	Have you mentioned the validity of the bid in relevant column of Technical Bid.						
4	Confirmation that bid is being submitted by the owner of the building / property directly / by the authorized co-owner (in case of joint ownership of the property as per sr.no. 7 below)						
5	Copy of document in support of ownership of the building/ land and construction there on <b>(i.e. Sale Deed/ Registry of the property.)</b>						
6	Copies of PAN and Aadhaar Cards of the Proprietor/all co-owners of the premises.						
7	Authorization from the co-owners of the property in favour of the signatory authorizing him/her to sign. bids and all other documents (sole Prop. has to submit Technical Bid and Price Bid and all other documents under his signature only)-duly attested by Notary Public. <b>(format enclosed)</b>						
8	An affidavit on Non-Judicial Stamp Paper confirming and						

	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)-duly attested by Notary Public. <b>( format enclosed)</b>						
9	Copies of 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.						
10	Copies of approved plan of the building offered with map (including mention of area) duly certified by concerned authority.						
11	Copy of completion certificate issued by the Competent Authority ( <b>Applicable only for new buildings</b> )						
12	Updated copies of all Municipal/ other applicable taxes receipts.						
13	Copy of GST registration certificate, if applicable.						
14	Complete tender document (all the pages) duly signed under his seal by authorised signatory as a token of having read, understood & accepted all Terms & Conditions of this tender to be enclosed with Technical Bid.						
15	Submission of the bids properly i.e. duly sealed Technical Bid and Price Bid in separate envelopes and put together in single envelope.						



**Format for Affidavit (to be submitted on Non-Judicial Stamp Paper of value as per local Stamp Act) for confirming/ declaring 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.**

**Format of Affidavit (to be attested by Notary Public)**

I .....son of/daughter of/wife of.....resident of..... do solemnly declare and affirm as under:

.The property as offered by me (deponent) through this tender (NSIC/NSSHO-JALAUN/RET-2/2022-23 Date: 01.11.2022) floated by National Small Industries Corporation Limited, National SC ST Hub Office (NSSHO), 503,5<sup>th</sup> Floor, Shriram Tower, 13, Ashok Road, Hazratganj, Lucknow-226001for hiring of office for NSSHO, Orai, District Jalaun) located at.....(name &fulladdress of the property) is owned by me (deponent) solely/ as one of the co-owners authorized to sign/submit this Affidavit.

. The said property i.e.....(name &full address of the property) 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.

2

Signature.....

Name.....

**Deponent**

**Verification:-**

I solemnly state that the contents of my above affidavit are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false.

Date:

Place:

Signature.....

Name.....

**Deponent**

**Format for authorization (to be submitted on Non-Judicial Stamp Paper of value as per local Stamp Act) by the owners of a property being offered through this tender (NSIC/NSSHO-JALAUN/RET-2/2022-23 Date: 01.11.2022) floated by National Small Industries Corporation Limited, National SC ST Hub Office (NSSHO), 503,5<sup>th</sup> Floor, Shriram Tower, 13, Ashok Road, Hazratganj, Lucknow for hiring office for NSSHO, ORAI, District JALAUN).**

**Authorization (to be attested by Notary Public)**

We hereby solemnly declare and affirm that the property located at.....(name and full address of the property which is being offered through this tender) is under co-ownership / partnership of following persons:

1. (Name).....Son of/Daughter of/Wife of ..... resident of (full residential address).....
2. (Name)..... Son of/Daughter of/Wife of..... resident of (full residential address).....
3. (Name)..... Son of/Daughter of/Wife of..... resident of (full residential address).....

Further, we (all the above partners/ co-owners) hereby authorize to (Name)..... Son of/Daughter of/Wife of..... resident of..... (one of the co-owners/co partners) as our authorised representative to submit bid (Technical Bid & Price Bid) and all other relevant documents/details) on our behalf against Tender No. **NSIC/NSSHO-JALAUN/RET-2/2022-23 Date: 01.11.2022**) floated by National Small Industries Corporation Limited, National SC ST Hub Office (NSSHO), 503,5<sup>th</sup> Floor, Shriram Tower, 13, Ashok Road, Hazratganj, Lucknow-226001 for hiring office for NSSHO, Orai, District Jalaun .We further confirm, declare and affirm that all the documents including Technical Bid and Price Bid as submitted by above authorized co-owner i.e. Shri ..... Son of/Daughter of/Wife of..... would be considered as submitted by us jointly and same will binding on us.

**Name & signature of all the co-owners/partners**

1. Signature  
Name:-  
Co-owner/Partner

2. Signature  
Name:-  
Co-owner  
Co-owner/Partner

3. Signature  
Name:-  
Co-owner/Partner

**Name & Signature of the co-owner/partner who is being authorized:-**

Signature  
Name:-  
Co-owner/Partner  
Accepted  
Date:  
Place: