

Expression of Interest

(For Leased premises required by NSIC)

Ref: NSIC/RJP/TTC-KND/2016-17

Dated:15 November, 2016

NSIC invites offers for office premises for setting up a **Technical Training Centre** measuring about **1700-2200 sq.ft** carpet area at MANDI town of Himachal Pradesh on lease basis in premises located within city limits or on National Highway. Interested parties having clear and marketable title to the properties built as per local byelaws and having permission for commercial use of the same, may submit their offers in sealed covers, to **Dy. General Manager, NSIC Ltd., D-82/83, Focal Point, Rajpura, PUNJAB – 140401** on or before **05.00pm on 25.11.2016**. The formats for bids can be obtained from NSIC office at the above address. The formats for bids can also be obtained and submission of offers can also be done through NSIC-Technical Training Centre, Vill. Halel, PO Kanaid, Teh. Sundernagar, Distt. Mandi (H.P.). Selection of the premises shall be on the basis of evaluation based on following parameters and rates quoted:-

1. Location
2. Carpet area offered (In case of semi-built premises estimated carpet area to be mentioned)
3. Approach to the premises and surroundings
4. Distance from Bus stand and frequent means of public transportation
5. Visibility and Frontage
6. Present Age and Condition of the Building
7. Amenities / Provision of toilets/ facilities available
(In case of semi-built premises an affidavit stating “that partitions, electrical fittings, sanitary facilities and other basic building work will be done as per the requirement/layout provided by NSIC” to be submitted.)
8. Statutory and other related permissions available
9. Parking Space available
10. Provision of toilets
11. Adequate installed power load

The bid will be opened on 29.11.2016 at 11:00 A.M. at NSIC-TTC Kanaid, Vill. Halel, PO Kanaid, Teh. Sundernagar, Distt. Mandi (H.P.) in the presence of bidders who wish to remain present. **NSIC reserves the right to reject any or all the offers without assigning any reason thereof.**

Instructions / Guidelines to Owners (bidders) for filling the Format

- 1) The bidders are required to complete the format in all respects with specific answers to all the questions/points.
- 2) The bidders shall enclose copy of proof of ownership of the premises along with the approved drawings.
- 3) The bidder shall arrange all permissions/ approvals (if required) from the concerned local statutory authorities at his own cost for using the premises for commercial purpose before handing over possession of the premises.
- 4) The bidder shall state the details of existing interior furnishing, amenities etc. provided and confirm his willingness to carry out the work of interior furnishing ,amenities etc. as desired by the NSIC at his own cost details of which is given in technical and financial bid.
- 5) The rate quoted shall be **per sqft. of carpet area** of the premises offered and shall be inclusive of all applicable taxes (including service tax, if any), out-goings, maintenance charges, etc.. The rate quoted shall be competitive since other similar offers will be concurrently examined.
- 6) Possession of premises is to be handed over to the NSIC as early as possible.
- 7) One certified copy each of the following documents to be submitted by the bidders who are finally short-listed by the NSIC :
 - i) Title document (preferably with English translation)
 - ii) Copy of proof of payment towards municipal / property tax
 - iii) Occupancy / completion certificate and any other Clearance of Development authority/ local body obtained, if any in connection with the related work.
- 8) Stamp duty, Registration charges, etc.. to be shared equally by both the parties.
- 9) Completed format with necessary enclosures to be sent to NSIC on the above address before the last date.
- 10) Incomplete offers shall be out rightly rejected.

Sign and seal of bidder(s) and date

The Format

From,

Contact Nos. (At-least two): _____, _____.

Email-address: _____.

To,

Dy. General Manager,
NSIC Limited.,
D-82/83, Focal Point, Rajpura,
PUNJAB – 140401

With reference to your advertisement dated published in the Local Newspapers and posted at NSIC Website, I / We hereby submit the bid for the premises required by you. I / We confirm that I / We are the owners / authorized person to offer you the premises on lease basis to your organization.

Sl. No.	Particulars	Details to be filled in by the offerer
1	Location of the premises (Mention full address with the landmark in the surrounding if any). Whether the Premises is located in the Residential / Commercial / Industrial area?	
2	Name of the owner (s) of the property offered (Enclose proof of ownership)	1. 2.
3	Present Age of premises and type of construction (mention whether RCC or temporary roof type structure etc.) Mention whether fully furnished or Semi-built.	
4	Total carpet area of the premises offered Area of (In case of semi-built premises estimated carpet area to be mentioned) (Toilets exclusively constructed for the premises will be included)	
5	Mention the floor, at which the premises is being offered. (Ground /First/Second)	

6	Whether parking available? If so, give the details regarding the no. of car/ Two wheelers that can be parked.	Yes / No Car parkings _____nos. Two wheeler parkings_____nos.
7	Distance from Bus-stand and frequent means of public transportation to reach location (Walk able/By Bus/Taxi-Auto/Pvt. vehicle only)	_____ kms
8	Whether premises is constructed as per the approved plans of statutory authorities, having provision of fire safety as per local bye-laws. Occupancy / Completion certificate obtained or not & whether it is permitted to be used for commercial purposes?	Yes / No Remarks if any :
9	Whether independent water and electricity connections are available in the Owner's name / in any others name (Please specify). Separate meters/sub-meters need to be installed for premises being offered.	Yes / No Electrical power load available: ___KW
10	Whether adequate frontage for fixing signboard available. Front face/span in feet Whether building visible from long distances?	Yes / No _____ feet Yes / No
11	Details of common facilities available in the premises viz. Toilets, small kitchen, electrical fittings etc.(Mention specifically on all the facilities) (In case of semi-built premises an affidavit stating "that partitions, electrical fittings, sanitary facilities and other basic building work will be done as per the requirement of NSIC" to be submitted.)	
12	Is there any other office/institute in the building? (If yes write name and activity of same.)	Yes / No
13	Monthly rent (inclusive of all applicable taxes and maintenance charges) (In per sq.ft. of carpet area)	Rs per sq. ft. _____ (Please write in words also)
14	In case of semi-built premises, specify period within which premises will be made ready	_____ days/months

Sign and seal of bidder(s) and date