

## **EXPRESSION OF INTEREST FOR OFFICE SPACE**

The National Small Industries Corporation Limited (A Govt. of India Enterprise) and a Mini-Ratna Company established in the year 1955 having its registered office at "NSIC Bhavan", Okhla Industrial Estate, New Delhi - 110020, and also having one of its Branch Office at First Floor, Plot No.49, Main Road, Gurunanak Nagar, Vijayawada – 520 008 is involved in the growth and promotion of Small Scale Industries throughout the country through its various Financial and Commercial activities.

NSIC proposes to have Lease space on rental basis with clear and unambiguous title deeds etc. for setting up its Branch Office seeks expressions of interest from owners and authorized agents. The requirement is for 1400 sq. ft. to 2000 sq. ft. preferably on a single floor either in a ready for possession premises. The building should project a professional and aesthetically pleasing appearance and should be approved for office use. The owner should offer minimum parking space for 1 car & 5 Two wheelers to NSIC. The Initial period of agreement will be for 5 years and renewable on fresh terms and conditions at the end of five years.

The offered space must be available in a building situated in Main Road within the surroundings of Gurunanak Colony and Loyola College in Vijayawada.

With other things being equal, preference will be given to:

1. Suitability of location of the premises
2. Premises offering better amenities
3. Premises offering additional parking space
4. Premises ready for possession and occupation with all necessary permissions and approvals in place.

Interested parties possessing built-up areas as stated above, having clear legal title are invited to send their expression of interest to our branch office in the prescribed template enclosed herewith furnishing details like name of the owner, contact details, location of the office space, size, amenities, etc.

This is an expression of interest for available space and not an invitation to bid.

Interested parties should write to:

**The Branch Manager  
NSIC Ltd.,  
Plot no.49, 1<sup>ST</sup> Floor,  
Gurunanak Colony,  
Vijayawada - 520008**

The EOI should complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope and the envelope shall be super scribed with "EOI for Office Space"

The Expression of Interest may be submitted either by the owner of the building or by the owner's authorized representative. Representative will have to enclose the letter of authority along with the expression of interest. Otherwise the offer is liable to be considered null and void at any stage as per the decision of NSIC. No brokerage will be paid by NSIC.

Selection of the organization shall be made based on the details submitted in the EOI. The offered premises will be inspected for preliminary short-listing by NSIC. This may include carrying out the measurements and valuation of the offered premises. Selected locations will be informed subsequently for other terms and conditions.

Notwithstanding anything contained above, NSIC reserves the right to reject any or all expressions of interest offers and give consideration to properties other than those offered in response to this advertisement.

Interested parties are urged to visit the Tenders section of [www.nsic.co.in](http://www.nsic.co.in) on regular basis for any updates related to schedule or corrigendum with respect to the above EOI.

## **EXPRESSION OF INTEREST FORM**

**To,**

The Branch Manager  
NSIC Ltd.,  
Plot No.49, 1<sup>st</sup> Floor,  
Gurunanak Colony,  
Vijayawada - 520001

**Sir,**

**Sub: Expression of Interest offering the Office Premises on Lease/ Rent basis at Vijayawada.**

This offer is with reference to the advertisement released in the press / put up in the Tenders section of National Small Industries Corporation Limited (NSIC) website [www.nsic.co.in](http://www.nsic.co.in) for taking office space on Lease/Rent basis.

The details of the premises offered are as under:

### **DETAILS OF THE PREMISES OFFERED**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>DETAILS OF VENDOR/FIRM / BULIDER/ OWNER / REPRESENTATIVE</b>	
1.1	Name	
1.2	Address & Phone No:  FAX No. & E-mail address:	
1.3	Constitution of vendor/firm. (Whether Proprietary /Partnership/Pvt. Ltd. / Public Ltd./PSU/ Individual etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date: Ref:  Commencement Date: Ref:
1.5	Permanent Account Number (PAN ) & TAN	
1.6	Valid Sales tax registration no.	
1.7	Valid Service tax registration no.	
1.8	Name & Designation of the contact person to whom all references shall be made regarding this EOI	

<b>2</b>	<b>DETAILS OF PROPERTY</b>	
2.1	Location & Address of the property	
2.2	Usage of property (as approved by Competent Authority) a. Commercial b. Shopping Complex	
2.3	Tenure of the land a. Freehold b. Leasehold c. If leasehold give residual period of lease and name of the title holder	
<b>3</b>	<b>BUILDING</b>	
3.1	Type of Building: (Commercial)	
3.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
3.4	Clear floor height from floor to ceiling	
3.5	Floor on which the offered premises is located	
3.6	Area of premises offered per unit a)Super built up Area b)Built-up Area c)Carpet area	Sq. ft. Sq. ft. Sq. ft.
<b>4</b>	<b>AGE/ CONDITION OF THE CONSTRUCTION/BUILDING</b>	
4.1	Newly constructed (within 2 years)	
4.2	Old construction – mention year of completion	
4.3	Under-construction – mention date of possession	
<b>5</b>	<b>DETAILS OF BOUNDARIES AND ADJACENT BUILDING</b>	
5.1	Boundary of the property a. North b. East c. South d. West	

<b>6</b>	<b>CAR PARKING SPACE</b>	
6.1	a. Car parking spaces b. No of Car Parking c. No.of Two wheeler Parking	Reserved / Open
<b>7</b>	<b>COMPLETION / OCCUPATION CERTIFICATE ( Only for ready premises)</b>	
7.1	Whether completion / occupation certificate is issued by the competent authority	
7.2	Designation of the authority which has issued the completion /occupation certificate	
<b>8</b>	<b>OTHER INFORMATION</b>	
8.1	Whether readymade office premises have been constructed and leased to any Government/ Semi- Government Institutions /Financial Institutions etc.? If so names and addresses of such clients to be given.	

I hereby confirm that, all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of NSIC.

I am aware that NSIC is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

(Signature of the Offeror)

Printed Name

Designation

Seal

Date:

Business Address:

**Price Bid – 1**

Tender No: NSIC/BO/VJA/SPACE/1/17-1

**PLACE-** Vijayawada

**EOI Inviting Authority:** National Small Industries Corporation Ltd, Vijayawada

**Sub: Expression of Interest offering the Office Premises on Lease / rent basis at Vijayawada.**

- 1.) Bidder Name : -----
- 2.) Premises Address : -----
- 3.) Rate Per Sq.Ft : ----- (In Rupees)
- 4.) Rate Per Sq.Ft : ----- (In Words)
- 5.) Area in SFT : -----
- 6.) Floor : -----
- 7.) Agreement Period : ----- (Minimum Years)
- 8.) Advance in Months : ----- (Advance rent)
- 9.) Annual Increment of Rent : ----- (Percentage)

Date:-

Signature & Seal of the Bidder