



National Small Industries Corp.Ltd
(AGovt. Of India Enterprise)
NSIC-Technical Services Centre,
D-82/83, Focal Point, Rajpura, Punjab.

**EXPRESSION OF INTEREST FOR HIRING OF PREMISES
CONSISTING OF BUILDING ALONG WITH PARKING SPACE FOR
SETTING UP A TRAINING CENTRE AT RAJPURA, PUNJAB.**

NSIC-Technical Services Centre, Rajpura invites Expression of Interest(EoI) for hiring of premises consist of building along with parking spaces for setting up a Training centre at Rajpura Town on lease rental basis. The requirement is for 1600 to 2000 Sq. ft or more carpet area approximately with parking facility for 5 cars and around 30 two wheelers, preferably located in Rajpura town . Monthly rent should be quoted initially on a fixed basis for a period of 3 years. Requests received against the EOI shall be processed in two parts (Technical & Financial). EOI should reach us on or before 22/01/2015 at 5:00 P.M. addressed to Dy. General Manager, NSIC-Technical Services Centre, D-82/83, Focal Point, Rajpura. The EoI is published in our Website www.nsic.co.in. Interested bidders may refer our website for details.

The interested bidders may submit their bids on the prescribed form which may be downloaded from our web site www.nsic.co.in or collected from office of the Dy. General Manager, NSIC-Technical Services Centre, D-82/83, Focal Point, Rajpura and forward the same duly filled in to Dy. General Manager, NSIC-Technical Services Centre, D-82/83, Focal Point, Rajpura with a non refundable fee of Rs 500/- in the form of Demand Draft in favour of National Small Industries Corporation Ltd, which is Payable at Rajpura so as to reach not later than 5:00P.M. on 22/01/2015.

NSIC-TSC, Rajpura in no case will be held responsible for late delivery or loss of the documents so posted.

Requirements

1. NSIC-Technical Services Centre, Rajpura is desirous of hiring suitable premises for setting up a Training centre at Rajpura Town on long term rent agreement basis for a period of five years which may be extended further.
2. The premise should be in prominent locality having building of 1600 sft to 2000 sft or more of carpet area in a single floor and should be located at road side. The building /floor must have bathrooms/toilets and pantry facilities. Building should be ready for commercial usage.
3. The premise should have suitable provision and adequate space for running training centre for the students.

4. The building should be properly floored with vitrified tiles / granite fixed. The ceiling should be properly finished.
5. The rent shall be got assessed by NSIC-Technical Services Centre, Rajpura.
6. The building should be complete in every respect to be put to immediate use.
7. The owner will ensure proper repairs/maintenance of the premises including building as per prescribed norms during the lease period.
8. The premises should be ideally located in Rajpura town, Distt. Patiala and should have proper approach and easily accessible from National Highway/motorable link road, Bus stand and Railway Station in safe and secure area.
9. The building floor should be well lighted and ventilated.
10. 24 hours water and electricity supply must be available.
11. Selected bidder shall be required to sign a lease agreement containing detailed terms & conditions. The Agreement shall be valid for a period of five years from date of agreement .
12. The premises offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of up to date electricity charge payment bill, holding tax clearance (wherever it is being paid) etc. must be submitted along with this EOI document,
13. The parties may furnish complete details in the application form attached with this document (Annexure -I & II).
14. All existing and future rates, taxes including property taxes, assessment charges and other out-going whatsoever of description in respect of the said premises shall be payable by the owner thereof.
- 15 The electricity and water supply lines/connection shall be provided by the owner at his cost and expenses.
16. NSIC-Technical Services Centre, Rajpura reserves the right to consider/reject any such proposal without assigning any reason.

(A) Term and Conditions

1. The successful bidder will be declared as 'the lessor' which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this agreement.
3. In case a particular party owns more than one premises and he wishes to submit EoI in respect of those premises, he should submit separate EoI containing technical bid and price bid in respect of each premises.
4. In case of co-owners/joint owners, the technical bid & Price bid should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the EoI documents, he should invariably submit an authorization to do so from the remaining owners in the form of Power of Attorney.
5. Building offered should not be more than 10 years old.
6. The premises shall have all basic amenities like proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connections. Sufficient wiring and metres should be in place to take up electricity load for air conditioning of the building. Building should be ready for commercial usage.
7. In case of damage to the leased building due to any natural calamities, rioting etc., NSIC-Technical Services Centre, Rajpura will not be responsible to compensate the loss or damage incurred by the owner of the building.
8. The EOI will be acceptable from the original owner/lease holder /power of attorney holder of the premises or their authorized agents. The lease deed would however be executed by the original owner / lease holder. The lease deed would be executed after the verification of documents by NSIC-Technical Services Centre, Rajpura.
9. The NSIC-Technical Services Centre, Rajpura will not submit any security deposit or any brokerage for the offered premises under any circumstances.
10. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force.
11. For the carpet area measurement a certificate from the registered architect or any government authority should be submitted along with the technical bid.

12. EOI not conforming to above requirements shall be rejected summarily and no correspondence will be entertained in this regard whatsoever.
13. After opening of the technical bid and before evaluation of the same, the Committee constituted by the lessee (NSIC-Technical Services Centre, Rajpura) shall inspect the premises and ascertain its suitability for the purpose of setting the training centre. In case the committee finds the premises not suitable for the purpose of setting up of the Training Centre, the technical bid submitted by such a owner will not be evaluated and the Price bid of the owner will not be opened. The decision of the committee in this matter shall be final.
14. NSIC-Technical Services Centre, Rajpura reserves the right to shortlist or reject any bid or cancel the EOI altogether without assigning any reason.
15. Overwriting, alterations, if any, in the document should be signed by the authorized signatory.
16. Possession of the premises in the ready-to-move-in condition will be handed over to NSIC-Technical Services Centre, Rajpura within 15 days from the date of signing of the agreement. The rent would be payable from the date of actual possession of the leased building.

(B.) The Following documents should be submitted along with EOI Document:

- i) Documents in support of ownership of premises and construction thereon.
- ii) Copy of PAN No. of original owner of premises.
- iii) Proof that the applicant is the original owners or power of attorney holders of premises.
- iv) Certificate of authorized signatory from CEO, if the owner is a firm, Society etc.
- v) An affidavit on non judicial stamp paper of appropriate values swearing that the premises offered is free from any Liability and litigation with respect to its ownership, lease/renting and that there is no pending payments against the same.
- vi) No Objection Certificate/clearance certificate from all relevant Central / State Government and Municipal authorities, including Fire Department, for commercial/institutional/office / dual use of the Premises.
- vii) Copies of approved plan of the premises offered.
- viii) Attested/self-certified copy of completion certificate issued by the competent authority.
- ix) Proof / certificate from the authorized registered architect certifying the carpet area of the building offered for lease.
- x) Updated copies of all Municipal/other applicable tax receipts.

(C.) Instructions to bidders and evaluation criteria:

1) Premises offered must be free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of premises, payment of all Taxes, Duties, Dues, etc. must be submitted along with this EOI Document.

2) Selected bidder shall be required to sign a lease Agreement with the Competent authority in NSIC-Technical Services Centre, Rajpura, in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of five years and renewed further as per the requirements of the lessee and with mutual consent.

3) Monthly rent should be quoted initially on a fixed basis for a period of three years. Incremental/Decremental rates of rent for the extended period may also be indicated in percentage terms. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the Agreement period.

4) Intending Parties may furnish complete details in the Questionnaire given in Annexure -1 and details as per Annexure-III of this document.

5) All existing and future rates, taxes including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the owner.

6) NSIC-Technical Services Centre, Rajpura shall pay charges in respect of electric power, light and water used on the said premises during the lease period.

7) NSIC-Technical Services Centre, Rajpura may, at any time during the period of the rent /extended rent Period make such temporary structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

8) Interested parties should submit the complete Expression of Interest document, including annexure - I and III duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in EOI document should be sealed in an envelope superscripted:

"TECHNICAL BID OF EOI FOR SETTING UP A TRAINING CENTRE BY NSIC-TECHNICAL SERVICES CENTRE, RAJPURA"

Price Bid for monthly rent (both in figures and words), in lump sum strictly as per Annexure-II, may be put in second envelop duly wax sealed and superscripted:

"PRICE BID FOR MONTHLY RENT FOR SETTING UP A TRAINING CENTRE BY NSIC-TECHNICAL SERVICES CENTRE, RAJPURA"

Both this envelopes be put in another bigger separate cover. This third cover should also be wax sealed and bear superscription:

"REFERENCE EOI FOR HIRING OF PREMISE FOR SETTING UP A TRAINING CENTRE BY NSIC-TECHNICAL SERVICES CENTRE, RAJPURA DUE FOR OPENING ON 22/01/15"

9) The EOI offer should be sent either by speed post or may be submitted in drop box so as to reach NSIC-Technical Services Centre, Rajpura on or before 5 PM on 22/01/15.

10) Bid received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure - I shall be deemed to be a technical bid. In the event prices are indicated by the party in the Technical bid, the EOI request shall stand rejected. Details furnished in the Technical bid shall be assessed/ evaluated by duly constituted committee. Price bid of only those bidders shall be opened on a later date whose Technical bid are found acceptable and suitable to NSIC-Technical Services Centre, Rajpura.

11) Lease Rent shall be paid at the fixed rate at the end of each month or as per the Lease Agreement entered into with the party on the Terms & conditions mutually agreed.

12) In the event of Technical bid being found acceptable, the selected bidder will be required to furnish the original copy of the Title Deed of the premises along with proof of identity of the owner along with photograph(s) before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.

13) Bidders shall keep their bid valid for a period of 120 days. Bids with a shorter validity or inconsistent with the requirements set out in this EOI shall be rejected summarily and no representation in this regard shall be entertained by this Department.

14) The "Price bid for monthly rent for NSIC-Technical Services Centre, Rajpura" of the selected technical bids only will be opened.

15) The decision of the DGM, NSIC-Technical Services Centre, Rajpura will be final and cannot be challenged.

16) If any special offers, additional facilities are there from the owner's side that may be mentioned as separate attachment.

ANNEXURE:I

1	<p>Full Particulars of the Legal Owner of the premises</p> <ul style="list-style-type: none"> i) Name of Person / Party holding Title to the premises ii) Address (es) iii) Telephone Numbers a.) Business b) Residential iv) Tele Fax Number v) E-Mail Address 	
2	<p>Full particulars of person(s) offering the premises on lease and submitting the tender</p> <ul style="list-style-type: none"> (ii) (iii) (iv) (v) 	
3	<p>Status of the applicant with regard to the premises offered for hiring (enclosed power of attorney also if the applicant is other than Owner).</p> <p>Complete details of the Premises viz..</p> <ul style="list-style-type: none"> i) Postal Address ii) Location iii) No. of Floor iv) Land mark 	
4	<p>Total Area offered for rent</p> <ul style="list-style-type: none"> (i) Total Carpet Area (in Sq. ft) (ii) Total covered area (in Sq. ft) (iii) Total Plinth Area(in Sq. ft) <p>Whether Property tax, all Municipal Taxes, Local Taxes are included in the rent. Furnish details of such viz., Property tax, all Municipal Taxes, and other Local Taxes being levied and paid in respect of the premises offered.</p>	
5	<p>Are there any items or special services intended to be provided for payment of additional charges (besides the rent)?. If so, please indicate each such service/intended to be provided with details of such charges separately .</p>	
6	<p>Particulars of completion certificate, Year of construction, age of the building etc. Enclose attested/self certified copy of completion certificate issued by Competent Authority Whether premises offered for lease is free from litigation including disputes in regard to ownership, pending taxes, due or like (Enclose copy of Affidavit from owner or Power of Attorney holder)</p>	
7	<p>Facilities for vehicle parking (mention details)</p>	

8	a) Whether running water, drinking and bathing/cooking, available round the clock? b) Whether sanitary and water supply installations have been provided? c) Whether electrical installation and fittings, Power Plugs, switches et c. provided or not. d) Sanctioned Electricity load i) Domestic ii) Commercial	
9	i) Details of Power Back-up facility / Generator with capacity ii) Arrangements for regular repairs and maintenance of such Power Back up facility. iii) Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of Certificate to be enclosed) iv) Specify the lease period (minimum five years) and Provisions for regular repairs and maintenance and special repairs, if any of the building	
10	Whether the building has been properly constructed as per the approved plans ? If yes, mention in	
11	Whether property tax, all municipality tax, local taxes are included in the rent? . Furnish details of such viz,, Property tax, all Municipal Taxes, and other Local Taxes being levied and paid in respect of the premises offered.	
12	Whether the premise is ready for Commercial use.	

Essential Documents to be Furnished (please tick mark the correct option)

- (I) Copy of TITLE DEED OF THE PROPOSED LEASED PREMISES : YES / NO
- (II) COPY OF BUILDING PLAN : YES / NO
- (III) Whether it is an Independent Building for exclusive use of BBNL without sharing : YES / NO
(II) General Amenities / Toilets available on each floor : YES / NO
- (IV) Parking Space for 5 Cars / Vehicles : YES / NO
- (V) Number and Area Of Cabins / Rooms already built up : YES / NO (if yes, please attach details)
- (VI) Any Temporary Structure Built up with area of each such Structure : YES / NO
- (VII) Whether proposed premises is free from all Encumbrances, Claims, Litigations: YES / NO
- (VIII) Whether proposed building is PHYSICALLY VACANT / READY TO OCCUPY : YES / NO
- (IX) Whether all Govt dues, (property) Taxes Electricity, Telephone, Water Bills are Paid up as on date of Application with : YES / NO
- (X) (DOCUMENTARY PROOF should be furnished).
- (XI) Water Storage Tanks fitted on the roof : YES / NO If yes , Water storage capacity.

(XII) Whether the owner of the Building is : YES / NO A near relative of any of the personnel of BBNL

(XIII) Other Information which the Indenting Bidder wishes to furnish :

Annexure -II
(Price Quotations)

- a) Name:
- b) Address(office & residence):
- c) Address of Property offered:

Sl. No	Brief Description	Total Carpet area	Rent quoted//square foot	Total amount /Month in Rs.
1	Property offered			
2	Taxes if any			
3	Any other charge			
	Total			

Total Monthly rental (in figures inclusive of every charge):

Rs. Total Monthly rental (in words inclusive of every charge):

Rs.

Incremental/Decrement rates of rent for the extended period in percentage: (After three year period)

Signatures

Name

Designation

Note:

- a. Quote should be covering all taxes and duties.
- b. Total Monthly rental shall be the amount payable by NSIC-Technical Services Centre, monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

Annexure-III

DECLARATION

Is/ohereby offer the premises stated in the Annexure I (Questionnaire) for rent to the NSIC-Technical Services Centre, Rajpura. Whatever is stated in the EoI document is true to the best of my knowledge and ability. I have not changed the contents of the EoI document and have duly verified and signed the same. I , further declare that none of my near relatives are working in any capacity in NSIC-Technical Services Centre, Rajpura nor am/is removed/dismissed from service of NSIC-Technical Services Centre, Rajpura Or The details of my near relatives working in NSIC-Technical Services Centre, Rajpura are as under:

Sr. No.	Name and Address	Capacity in which working	Office in which working

Yours faithfully,

Name & signature with stamp (if any) of party or Authorized Signatory

Declaration:

(i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct to the best of my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the Department may wish to take.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER
(delete as inapplicable)

(NAME IN BLOCKLETTERS)
(DESIGNATION AND SEAL WHERE APPLICABLE)

Commencement & Termination

1. The agreement for hiring of premises shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
2. The agreement may be terminated by giving three months' notice by the NSIC-Technical Services Centre, Rajpura. However, during such notice period the premises shall remain in the possession of NSIC-Technical Services Centre, Rajpura.

Indemnification

1. The party shall keep NSIC-Technical Services Centre, Rajpura indemnified against all claims/litigation in respect of the premises so hired by NSIC-Technical Services Centre, Rajpura.

Terms of payment

1. The rent charges shall be paid at the fixed rate at the end of each month (Within a week) or as per the lease agreement entered into with the party on the terms & conditions mutually agreed upon.
2. The monthly payment of rent shall be subject to deduction of taxes as per rules.

Sd/-
Dy. General Manager,
NSIC-Technical Services Centre,
D-82/83, Focal Point, Rajpura