

NSIC REQUIRES PREMISES

NSIC invites offers for office premises measuring about 1500-2000 sq.ft carpet area at TIRCHY on lease basis in premises located on or nearby by Main Road. 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 cover, to the N.Karthikeyan, Branch Manager NSIC Limited, First Floor 35/B Yanakatti Maidhanam Beema Nagar, Trichy-620001 on or before 03.08.2015. The formats for bids can be obtained from NSIC office at the above address. Selection of the premises shall be on the basis of evaluation based on following parameters and rates quoted :-

1. Location
2. Carpet area offered
3. Approach to the premises and surroundings
4. Visibility and Frontage
5. Present Age and Condition of the Building
6. Amenities/facilities available
7. Statutory permissions available
8. Parking Space available
9. Power Back-up available
10. Provision of toilets
11. Adequate power connection

The tender will be opened on 03.08.2015 at 5 P.M. at above address and bid would be opened in presence of bidders who wish to remain present at a date and time which would be conveyed in due course .

NSIC reserves the right to reject any or all the offers without assigning any reason thereof.

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

- 1) The offerers are required to complete the format in all respects with specific answers to all the questions / points.
- 2) The offerer shall enclose copy of proof of ownership of the premises. The offerer shall also enclose copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc, indicating dimensions of the space offered.
- 3) The offerer 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 offerer 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 offerers who are finally short-listed by the NSIC :
 - . Title document (preferably with English translation)
 - . Copy of proof of payment towards municipal / property tax
 - . 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 may be rejected.

Sign and seal of offerer(s) and date

The Format

From,

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Contact No. (Mobile and Landline)

To,

Branch Manager
NSIC Limited,
First Floor 35/B
Yanakatti Maidhanam Beema Nagar,
Trichy-620001

With reference to your advertisement dated published in the Local Newspapers and posted at NSIC Website, I / We hereby submit the 1 bid for the office premises required by you. I / We confirm that I / We are the owners / authorised person to offer you the premises on lease basis to your organisation.

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	Present Age of premises and type of construction (mention whether Ist class RCC or tiled roof structure etc.)	
3	Total carpet area of the premises offered Area of Toilets exclusively constructed for the premises will be included.	
4	Mention the floor, at which the premises is being offered.	
5	Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parkings.	Car parkings ----- nos. (covered) ----- nos. (Open) Two wheeler parkings ----- nos.

6	Whether premises has independent and proper access for easy movement of staff, customers	Yes / No
7	Name of the owner (s) of the property offered (Enclose proof of ownership)	1. 2.
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
9	Whether independent water and electricity connections are available in the Owners name / in any others name (Please specify).	Yes / No Electrical power load available: KW
10	Whether adequate frontage for fixing signboard available.	Yes / No
11	Details of common facilities available in the building viz. lift, fire fighting arrangement, cleaning / maintenance arrangement etc.(Mention specifically on all the facilities)	
12	Whether 24 Hrs. Common Security is provided in the building ?	Yes / No
13	Monthly rent per sq.ft. of carpet area . Rent for the premises –	Rs. per sq. ft. (Pl write in words also)
14	Service Tax	To be included in monthly rent
15	Interest free deposit ,if required (Max. 3 months)	Equivalent..... months rent (preferably to be adjusted during the last equivalent months of the lease period) .

Signature