

NSIC REQUIRES WARE HOUSE PREMISES

NSIC invites offers for Ware house premises measuring about 25000-30000 sq.ft carpet area at in an around Chennai on lease basis. Detailed advertisement along with requisite formats for technical and financial bids (to be submitted in separate sealed covers) may be obtained from NSIC office at 422,Anna Salai, Chennai -600006. from Branch In-charge

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 two separate sealed covers, one for technical bid and another for financial bid to the Branch In-charge, at 422,Anna Salai, Chennai - 600006 , on or before 3.8.2015. The tender form can be obtained from NSIC office at the above address. No indication of rent should be given in technical bid.

Selection of the premises shall be on the basis of evaluation based on following technical parameters and rates quoted in financial bid-

- 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 for toilets**
- 11. Adequate power connection**

Estate/property agents may submit their proposals along with authority letter(s) from the owners. No commission/brokerage will be paid by NSIC to Estate/Property Agents.

The Technical bid (i.e. Cover 1) will be opened on August 3, 2015 at 3 P.M. at NSIC, Chennai office in presence of bidders who wish to remain present. Similarly, the Financial bid (i.e. Cover 2) of short listed bidders 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.

The National Small Industries Corporation Ltd.,

**(Format for invitation of offers for acquiring
Ware house premises on Lease at Chennai**

Contact No. and Address:- 422,Anna Salai, Chennai-600006.

PH:044-28293347/044-28291943

Last Date and time for receipt of filled in Tender:- August 3, 2015. 3 p.m.

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

- 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 amenities etc. provided and confirm his willingness to carry out the work of amenities etc. as desired by the NSIC at his own cost details of which is given in technical bid.
- 5) The rate quoted shall be **per sqft. of carpet area (excluding pillar 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) Description of property and other terms and conditions as prescribed in Technical Bid (TB) shall be submitted duly signed on each page by owner / authorized representative in COVER 1. No indication of rent/charges to be given in Technical Bid (TB).Instructions/guidelines, declaration and terms and conditions to be submitted in Cover 1.
- 11) Commercial [Financial] Bid (FB) should be submitted in a separate cover and marked as COVER 2.
- 12)The COVER 1 & COVER 2 shall together be put in a separate cover and addressed to the (authority and address), The National Small Industries Corporation Limited. Name of the site / location being offered is to be mentioned on the top of this envelope.
- 13) Incomplete offers will be rejected.
- 14)The Cover 2 of such offerers who do not satisfy the requirement of the NSIC as per the advertisement shall not be opened.
- 15)The offer is irrevocable and shall be open for 30 days from date hereof, for acceptance.

- N.B. a) NSIC reserves the right to reject any or all the offers without assigning any reasons at any stage.
- b) Offers submitted by Real Estate consultants / Agents should be accompanied by an authorisation letter from the owner(s). No brokerage will be paid by the NSIC and NSIC does not have any Brokers.
- c) These instructions / guidelines are to be signed and submitted as a token of acceptance with the technical bid.
- d) NSIC reserve the right to reject incomplete offers.

Sign and seal of offerer(s) and date

TERMS & CONDITIONS (to be signed and submitted in Cover 1)

I / We hereby agree that :

a) Rent & Lease Period

- i) Rent shall be paid by The National Small Industries Corporation Ltd., (NSIC) on sq. ft carpet area basis in the first week of succeeding month. Lease rent shall be paid by the NSIC with effect from the date on which possession of the completed premises is handed over to the NSIC along with necessary permissions required, power, water supply etc..
- ii) The initial lease period shall be for 3 years which can be extended for another 3 years with the **increase in rent (to be quoted) in the format**. NSIC shall have option to renew the lease for further term of 3/5 years at mutually agreed terms, necessary provision to this effect would be made in the Agreement.
- iii) NSIC will be at liberty to vacate the premises at any time during the lease period by giving 3 months notice in writing.

b) Taxes / Rates

All existing and enhanced/ future Municipal taxes, cess and service tax will be paid by me / us.

c) Payment of advance Rent / Security Deposit

NSIC has to pay me / us a sum, as will be agreed to by both the parties, being the interest free advance of rent deposit which will be refunded to the NSIC at the time of vacating the premises or NSIC will be at liberty to adjust the amount against rent/ retain possession of the premises (without payment of rent) till the deposit is refunded. Such advance / deposit shall not exceed 3 months rent.

d) Power and Water Connection-

- (i) I / We shall provide adequate power connection (with separate electricity meter) for operating AC, Computers, Light & Fans, etc. at my/ our own cost.
- (ii) I / we shall provide 24 hrs. water supply in the premises.
- (iii) NSIC shall bear actual charges for consumption of electricity and water.

e) Provision of Toilet and Pantry and Space of Roof Top Antena

I / we shall provide toilets of adequate size for gents and ladies and a pantry with granite top platform, water supply/drainage line, sink with necessary fittings., in the premises at my/our cost. I / We shall also provide required space on roof top of the building for installation of mast type antenna without any additional rent / charge.

f) Maintenance / Repairs

(i) All repairs including repairs to plumbing lines and painting in common area & external surface will be got done by me / us at my / our cost. In case, the repairs and painting is / are not done by me / us as agreed now, NSIC will be at liberty to carry out such repairs and painting etc. at my/our cost and deduct all such expenses from the rent payable to us.

(ii) The premises shall be in good condition and the same will be handed over to NSIC.

g) Lease Deed / Registration Charges

I / We undertake to execute lease agreement as per agreed terms and conditions on the NSIC's proforma at any early date. I / We undertake to bear 50% charges towards stamp duty and registration for registering the agreement.

h) Usage of premises for commercial purpose

I/we confirm that the premises offered have been approved by the Local Municipality / Development Authority for using as commercial premises.

i) Ownership & payment of rental

I/we confirm that I am/we are the owner of the premises and NSIC will pay rental to me/us after deduction of applicable income tax (TDS).

j) Insurance of the Premises-

Premises and its contents provided by me/us shall be adequately insured by me/us during the lease period. No extra amount shall be payable for the same by the NSIC.

Date :

Place :

(Sign and seal of offerer and date)

The Format for Technical Bid (TB)
(to be submitted in Cover – 1)

From,

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Contact No. (Mobile and Landline)

To,

Senior Branch Manager
The National Small industries corporation Ltd.,
at 422,Anna Salai, Chennai -600006

With reference to your advertisement dated published in the Local Newspapers and posted at NSIC Website, I / We hereby submit the Technical 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.

SI. 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 1st class RCC or roof structure etc.)	
3	Total carpet area of the premises offered (carpet area means covered floor space excluding pillars / columns walls thickness and other common area.	
4	Whether parking for trucks (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parking.	Truck parking ----- nos. (covered) ----- nos. (Open) Two Wheeler/Car parking ----- nos.
5	Whether premises has independent and proper access for easy movement of staff, customers.	Yes / No
6	Name of the owner (s) of the property offered (Enclose proof of ownership)	1. 2.

7	Whether Offerer is real owner or is he a Power of attorney holder. (Enclose documentary evidence)	
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 ? (enclose the documentary evidence)	Yes / No
9	Enclose Brief Construction Specifications and details of other amenities provided in the said premises	
10	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
11	Whether power back-up (DG Set) is available If yes, give details.	Yes / No Electrical power load available: KW
12	Whether Premises is furnished / unfurnished (b) Willing to furnish as per Banks requirements at own cost .	Yes / No Yes / No
13	Whether adequate frontage for fixing signboard available.	Yes / No
14	Details of other common facilities available in the building.	
15	Whether 24 Hrs. Common Security is provided in the building?	Yes / No
16	Whether separate toilets for Ladies and Gents provided within the premises or to be constructed.	Yes/No
17	Whether premises is readily available. Please indicate likely date of handing over possession.	Yes/No
18	Any other details which the offerer would like to furnish.	

(Signature of the Offerer)

(This format shall be sent in a separate sealed cover super scribing - "TECHNICAL BID FOR OFFICE PREMISES AT

.....")

The Format for Financial Bid (FB)
(to be submitted in Cover – 2)

From,

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 Contact No. (Mobile and Landline)

To,

Senior Branch Manager
The National Small industries corporation Ltd.,
 at 422,Anna Salai, Chennai -600006

Having read and understood the contents of detailed advt. , Instructions, terms and conditions and Technical bid, I/we hereby submit (in separate sealed cover) our Financial Bid for the office premises and interior furnishing work offered by us.

on Lease (as applicable)

WARE HOUSE Premises

Sl. No.	Particulars	Details to be filled in by the offerer
1	Monthly rent per sq.ft. of carpet area. As mentioned in the Technical Bid a) *Rent for the premises – Total Rent	a. Rs. per sq. ft./PM Rs. per sq. ft./ PM (PI write in words also)
2	Lease period	
3	Service Tax (to be mentioned separately)	
4	Type of agreement to be executed (cost of stamp duty & registration charges is to be borne by landlord & lessee at 50 : 50 each)	Lease agreement.
5	Interest free deposit, if required (Max. 3 months)	
