

Tender Documents

(For Hiring of Godown by NSIC)

Ref: NSIC/CHD/OPAL/2018-19

Dt : 10 Oct. 2018

NSIC invites Sealed Quotations for hiring Godown (including office area) for handling, storage and supply Polymer Products measuring about 1500- 2000 sq.ft. Carpet area made of RCC floor with RCC ceiling not less than 12ft. height and sufficient movement of trucks and trailers at Chandigarh (UT) on lease basis in premises located within Chandigarh Industrial area. 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 **Branch Manager, NSIC Ltd., Plot No - 2, Ground Floor, BSNL Admn. Building, Opp. Piccadily Cinema, Sector 34A, Chandigarh** on or before **05.00 pm on 17.10.2018** with following details:-

1. Location.
2. Carpet area offered (In case of semi-built premises estimated carpet area to be mentioned) for storage of material
3. Approach to the premises and surroundings.
4. Visibility and Frontage outer space for movement of trucks/trailers.
5. Present Age and Condition of the building.
6. Amenities / Provision of office /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.")
7. Statutory and other related permissions available.
8. Drawing of space offered.
9. Provision of toilets.
10. Adequate installed power load.

The bid will be opened on 18.10.2018 at 12:00 P.M. at **NSIC Ltd., Plot No -2, Ground Floor, BSNL Admn. Building, Opp. Piccadily Cinema, Sector 34A, Chandigarh** 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 respect 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 rate quoted shall be per sq.ft. of the carpet area of the premises offered and shall be inclusive of all applicable taxes (including GST if any), outgoing, maintenance charges etc. The rate quoted shall be competitive since other similar offers will be concurrently examined.
- 5) Possession of premises is to be handed over to the NSIC as early as possible.
- 6) The certified copy each of the following documents to be submitted by the bidders who are finally shortlisted by the NSIC:
 - i. Attested copy of registered Title Deed (preferably with English Translation)
 - ii. Lease deed for rented property
 - iii. Agreement to purchase /Lease/ Rent
 - iv. Approved drawing / Plan / Layout of office
 - v. Drawing / Plan / Layout clearly depicting carpet Area of Office in square feet.
- 7) Completed format with necessary enclosures to be sent to NSIC on the above address before the last date.
- 8) Incomplete offers shall be out rightly rejected.
- 9) For any information or clarification, contact the below mentioned nos.
0172-2620538-39, M : 8146755811

Sign & Seal of bidder(s) and date

The Format

From,

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

Email-address: _____.

To,

**Branch Manager, NSIC Ltd.,
Plot No -2, Ground Floor, BSNL
Admn. Building, Opp. Piccadily
Cinema, Sector 34A,
Chandigarh**

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 premises (mention full address with the landmark in the surrounding if any) Whether the premise 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.)	
4	Total carpet area(including office 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)	Yes / No Remarks if any :
5	Whether sufficient space for the movement of trucks / trailers	Yes / No
6	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 and whether it is permitted to be used for commercial purpose?	Yes / No Remarks if any :
7	Whether independent water and electricity connections are available in owner's name / in any other name (please specify). Separate meters / sub-meters need to be installed for premises being offered.	Yes / No Electric power load available : KW
8	Whether adequate frontage for fixing signboard available. Front face / span of feet. Whether building visible from long distance?	Yes / No : Feet
9	Details of common facilities available in the premises viz. Toilets, 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.)	
10	Is there any other institute in building? (If yes write name and activity of same)	Yes / No
11	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)
12	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