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THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

BRANCH OFFICE: Patna
(A Govt. of India Enterprise)

104, Manna-Surti Complex, Doctors Colony, Kankarbagh, Patna, Bihar 800020
Website: www.nsic.co.in E-mail: bopatna@nsic.co.in Phone: 0612-2354222

Tender No. NSIC /Pat/SPACE/(1)/2022-23

Date: 13-07-2022

Notice Inviting Tender for Hiring of Office Space on Lease /Rent basis for Branch Office, Patna

NSIC, Branch Office - Patna, (A Government of India Enterprise) is looking for furnished / Semi furnished / un-furnished office premises, with a carpet area of 800 sq. fts. to 1500 Sq. fts. & monthly rent should not be more than Rs. 30,000.00 excluding statutory dues and preferably in a prominent place alongside any main road in areas like Dakbunglow Chauraha, Kidwaipuri, Baily Road, Boring Road, New Patliputra Colony etc at Patna.

Bids are hereby invited in single stage, two envelope method from the interested Firms /Companies/ Individuals towards offering for the desired office space, mentioning terms & conditions of lease rent, security deposit, maintenance charges, electricity charges, water charges, municipal taxes, lock-in period, annual rent increment, GST, etc (if any). Interested parties may collect the Tender documents in hard copy from NSIC, Branch Office Patna or download the tender documents from our website at www.nsic.co.in or Central procurement portal www.eprocure.gov.in from 13.07.2022 onwards, and to fill it properly and submit in Branch Office. Last date for submission of Tender is 03.08.2022 upto 14:00 Hrs.

Sr. Branch Manager
NSIC Ltd., B.O Patna

Tender For Leasing or Renting Office Space

The National Small Industries Corporation Limited (A Govt. of India Enterprise), a Mini – Ratna Public Sector Undertaking, 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, 104, Manna-Surti Complex, Doctors Colony, Kankarbagh, Patna ,Bihar 800020 works for the Growth and promotion of Small Scale Industries throughout the country through its various offices carrying out financial and commercial activities.

NSIC intends to have premises on Lease or Rental basis with clear and unambiguous title, deed premises for setting up its Branch office, and seeks Tender from owners and deed holders. The present requirement is for 800 sq. fts. to 1500 Sq. fts. & monthly rent should not be more than Rs. 30,000.00 excluding statutory dues and preferably on a single floor either Ground or First floor, Commercial and /or semi-commercial and furnished / Semi Furnished / un-furnished premises, ready for possession. The building should project a professional and aesthetically pleasing appearance and should be approved for office use. The owner or deed holder should offer minimum parking space for One (1) car and Four (4) two wheelers to NSIC. The initial period of agreement will be for 5 years which may be further extended for another 3 years on mutual consent on same terms & conditions.

The offered space must be available in a building situated in Main Road areas, Dakbunglow Chauraha, Kidwaipuri, Baily Road, Boring Road, New Patliputra Colony etc at Patna.

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 offering furnished cabins
5. 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 Tender to our branch office in the prescribed template enclosed herewith. Indicate details like name of the Owner, Contact details, Location of the office Space, Size & Amenities, etc.

Interested parties should submit their tender to:

The Sr. Branch Manager
NSIC Limited, BO- Patna
First floor, 104, Manna-Surti Complex,
Doctors Colony, Kankarbagh,
Patna, Bihar 800020

TERMS & CONDITIONS

The Tender should be complete in all respect and signed on all the pages. The Tender should be submitted in a **single stage, two envelope method** (i.e. Technical and Financial Bid in two separate envelopes), both envelope shall be super scribed with technical Bid and financial Bid, respectively.

The Tender may be submitted either by the owner of the building or by the owner's authorised representative. Representative will have to enclose the letter of authority along with the Tender, otherwise, the offer is liable to be considered null and void at any stage, as per the decision of NSIC. No brokerage of any kind will be paid by NSIC.

Selection of the Space/premises shall be made based on the details submitted in the Tender. The offered premises will be inspected by NSIC officials for short listing based on location, size, amenities, proximity to main road, parking space, availability of utility, etc. This may also include carrying out measurements and valuation of the offered premises. Selected and short-listed locations and corresponding bids will be subsequently taken as technically qualified.

Notwithstanding anything contained above, NSIC reserves the right to reject any or all tenders offered and whole tender process may be called-off.

Interested parties are requested to visit the tender section on www.nsic.co.in or www.eprocure.gov.in on regular basis for any updates or corrigendum released for the subject tender. No separate intimation by any other means shall be released.

Bid price validity shall be for 60 Days. Any clarification can be sought on email: bopatna@nsic.co.in

Code of Ethics:

- A. Enters into a contract with the Corporation in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the Accepting Authority/Engineer-in-Charge; or
- B. Offers or gives or agrees to give to any person in Corporation's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or having done any act in relation to the abstention or execution of this or any other Contract for the Corporation or
- C. Obtains a Contract with the Corporation as a result of ring tendering or other non-bonafide methods of competitive tendering; or
- D. Being an individual or any of its partner (in case of the Contractor is a partnership firm) at any time is adjudged insolvent or have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any insolvency Act for

the time being in force or make any conveyance or assignment of his affective or composition or arrangement of the benefit of his creditors or purport so to do, or if any application be made under any insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of his creditors; or

Tender evaluation criteria: Tenderer offering minimum price offer, meeting all the tender terms & conditions shall be declared successful Tenderer.

ARBITRATION CLAUSE: -

1. All questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the quality of workmanship or performance of the contractor any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the existence of the contract or after the termination of the contract, the same shall be referred to the sole arbitrator to be appointed by the Chairman-Cum-Managing Director of the Corporation.
2. The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he thinks proper and it shall be the duty of the parties hereto to do or cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be at Patna. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.
3. The law under the Arbitration and Conciliation Act, 1996 as amended by the Arbitration and Conciliation (Amendment) Act 2015 shall be applicable to such proceedings. The cost of arbitration shall be borne by the parties to the dispute, as may be decided by the arbitrator(s).
4. The Courts in the city of Patna shall have the exclusive jurisdiction to entertain any application or other proceedings in respect of any disputes arising under this agreement and any award or awards made by the Arbitrator here-in-before can be challenged in the concerned Courts in the aforesaid city only.

List of supporting documents to be enclosed with Tender

- 1.) Layout Plan / Building plan of proposed premises to be enclosed with Tender.
- 2.) Floor plan of the proposed space to be enclosed with Tender.
- 3.) Proof of ownership document and latest tax paid receipt copy to be enclosed.

Signature and Stamp of Tenderer

FORM OF TENDER

(To be submitted on official stationery of Tenderer)

To,
The Sr. Branch Manager
NSIC Limited, BO- Patna
First floor, 104, Manna-Surti Complex,
Doctors Colony, Kankarbagh,
Patna, Bihar 800020

Sir/ Madam,

Sub: Tender for offering the Office Premises on lease /Rent basis to NSIC at Patna
This offer is with reference to the Tender released on central procurement portal,
www.eprocure.gov.in and NSIC tender portal (National Small Industries Corporation
Limited), www.nsic.co.in for taking office space on Lease or Rent basis.

The details of the premises offered are as under:

Details of the Premises offered

Sl. No.	Particulars	Details
1.	Details of Firm/Builder/Owner/Representative	
1.1	Name	
1.2	Address & Phone No: FAX No, & E-mail address:	
1.3	Constitution of Firm, (Whether Proprietary/ Partnership/Pvt. Ltd./Public Ltd./PSU/Individual etc)	
1.4	In case of 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 GST registration No.(If any)	
1.7	Name & Designation of the Contact Person to whom all references shall be made regarding this EO	
2.	Details of Property	
2.1	Location &Address of the Property	

	Layout Plan / Building plan of proposed premises to be enclosed with EOI	
2.2	Usage of the Property (As approved by Competent authority) a. Commercial / Semi 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	
3	Building	
3.1	Type of Building: (Commercial/Semi commercial)	
3.2	Type of Construction (Load Bearing /RCC/steel Framed)	
3.3	Clear floor height from floor to ceiling	
3.4	Floor on which the offered premises is located	
3.5	Area of premises offered per unit a. Super Built-up area b. Built-up area c. Carpet area	Sq. Sq. Sq.
	Floor plan of the proposed space to be enclosed with EOI	
4	Age /Condition of the Construction/Building:	
4.1	Newly Constructed (Within 2 Years)	
4.2	Old Construction – Mention year of completion	
4.3	Under Construction – Mention date of possession	
5	Details of Boundaries and adjacent building:	
5.1	Boundaries of the property a. North b. East c. South d. West	
6	Parking Space	
6.1	a. car parking space b. No. of car parking c. No. of 2-wheeler parking	Reserved / Open
7	Completion / Occupation certificate (Only for ready premises)	
7.1	Whether completion / occupation certificate is issued by the competent authority	
7.2	Designation of the authority who has issued the completion/ occupation certificate	
8	Other Information	

8.1	Whether readymade office premises have been constructed and leased to any government /semi – government institutions / financial institutions earlier/ presently - if so names and address of such clients to be given	
9	Other Charges – Please Specify	
	Maintenance charges	
	Electricity charges	
	Water charges	
	Any other Charges	

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

I/We are aware that NSIC is not bound to accept the Tender and will not be required to give any reason for rejecting this Tender.

I/We further certify that I am an authorised signatory of my company and am, therefore,

competent to submit the details towards this Tender.

Yours faithfully,

(Signature of the owner)

NSIC

Printed Name:

Designation:

राष्ट्रीय लघु उद्योग निगम लिमिटेड

Seal:

The National Small Industries Corporation Ltd.

Date:

Business Address:

PRICE BID

(To be submitted in a separate sealed envelope)

Tender No. NSIC /Pat/SPACE/(1)/2022-23

Place: Patna

Tender Inviting Authority: National Small Industries Corporation Limited, BO-Patna

Subject: Tender offering the office premises on Lease / Rent basis at Patna.

1.) Bidder Name : _____

2.) Premises Address : _____

3.) Rate Per Sq.Ft : _____ (In Rupees) _____ (In Words)

4.) Area in Sq.Ft : _____ (In Sq.Ft) _____ (In Words)

5.) Total Rate for offered premises : _____ (In Figure) _____ (In Words)

6.) Floor : _____

7.) Agreement Period ; _____ (In Years)

8.) Advance in Months : _____

9.) Annual Increment of Rent : _____ (Percentage)

10.) Security Deposit : _____ (In Months)

11.) Lock in Period : _____

Note: Tender offer price shall be submitted by owner of the Property or authorized representative. **Any offer submitted by Property agent or dealer shall not be considered.**

Date:

Signature & Seal of the authorised Person.