



National Small Industries Corporation Limited
(A Govt. of India Enterprises)
Branch Office: Central Delhi Naraina
(A Govt. of India Enterprise)
D-10,2nd Floor, DDA LSC Complex
Near Naraina Vihar,
Metro Station Gate No. 1,
New Delhi – 110028

Date: 13.08.2025

NOTICE INVITING PROPOSAL

Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028.

NSIC Limited invites Limited tenders from eligible Bidders under Single Stage Two Packet Bidding system for "Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028".

In this regard Tender has been published on CPP Portal on 13th August, 2025 as per the details below:-

S. No.	Tender Reference No. & Tender ID on CPPP	Tender Title
1.	NSIC/ BO-Naraina/ Lease/ 2025-26/ SO/ 01 (2025_NSIC_808972_1)	Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028.

1. **The Limited Tender document may be downloaded** from the following weblinks:

NSIC web site: <https://www.nsic.co.in/Tenders/Index>

and CPP Portal: <https://eprocure.gov.in/epublish/app>

2. Tenders is to be submitted in the office of SBM, BO-Naraina, Branch Office Central Delhi Naraina, D-10, 2nd Floor, DDA LSC Complex, Near Naraina Vihar, Metro Station Gate No. 1, New Delhi-110028.

-sd-
Senior Branch Manager
BO-Naraina
NSIC Limited



**LIMITED TENDER ENQUIRY FOR HIRING OF OFFICE
SPACE AT KUNDLI INDUSTRIAL AREA, SONIPAT,
HARYANA-131028**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A Government of India Enterprise)
Naraina, New Delhi-110028.**

Weblink: NSIC web site: <https://www.nsic.co.in/Tenders/Index>
and CPP Portal: <https://eprocure.gov.in/epublish/app>



**National Small Industries Corporation Ltd.
Branch Office: Central Delhi Naraina
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D-10,2nd Floor, DDA LSC Complex
Near Naraina Vihar,
Metro Station Gate No. 1,
New Delhi – 110028**

Website: www.nsic.co.in E-mail: bonaraina@nsic.co.in Phone: 9811631502

Ref No. NSIC/BO-Naraina/Lease/2025-26/SO/01

Date: 13.08.2025

M/s. -----

Sub: Limited Tender Enquiry for Hiring Of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028

Sir,

Bid document in respect of the above mentioned works containing pages as detailed on page 6 (Index) are forwarded herewith.

Please note that tender is to be delivered in the office of Senior Branch Manager, National Small Industries Corporation Ltd. Branch Office Central Delhi Naraina, D-10, 2nd Floor, DDA LSC, Naraina Vihar, Metro Station Gate No. 1, New Delhi – 110028 on or before 03.09.2025 up to 06.00 P.M.

The Bid should be signed on each page, dated and witnessed in all places provided for in the documents. All other papers should be initialed

This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected service providers. Unsolicited offers are liable to be ignored.

Further, no consideration shall be given for delay in submission of bids and hence, bids submitted after the due date and time will not be considered for further evaluation.

The person, signing the bid on behalf of company/ firm or on behalf of another person shall attach with bid a certified copy of proper authority/ power of attorney on a non-judicial stamp paper of requisite value duly executed in his favor by such person, company/ firm and must state specifically that he has authority to sign such bids for and on behalf of such person or company /firm as the case may be, and in all matters pertaining to the contract.

This letter shall form part of the “**CONTRACT**” and must be signed and returned along with the tender documents.

**Yours faithfully
Senior Branch Manager, Naraina**

NOTICE INVITING TENDER

Ref: - NSIC/BO-Naraina/Lease/2025-26/SO/01

Date: 13.08.2025

Sub: Limited Tender Enquiry for Hiring Of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028

Sealed item rate limited tenders as per details mentioned hereunder, are invited for hiring of office space at Kundli Industrial Area, Sonipat, Haryana-131028.

Bidders must carefully read and understand the complete bid document before submitting their Bid: -

S. No.	Description	Details
1	Name of limited bid	Limited Tender Enquiry for Hiring Of Office Space At Kundli Industrial Area, Sonipat, Haryana-131028
2	Documents to be submitted with Technical Proposal (Envelope-I)	1) Copy of Aadhaar/ GST registration. 2) Copy of PAN registration. 3) Copy of Title deed or Ownership documents 4) Building layout 5) Photographs of offered Property 6) Utility Bills (Electricity & Water Charges) 7) Copy of Technical Bid Format-Annexure I
3	Last Date & Time for Bid Submission	03.09.2025 upto 06.00 P.M.
4	Opening of Technical Bids and Time	04.09.2025 at 12.00 P.M.
5	Time Limit for handing over Possession of the premises.	7 days
6	Lease period/ Contract period	As mentioned in the terms and conditions of the contract.
7	Lock in Period	1 yr from the date of lease agreement
8	Notice period for termination of contract	Within 3 months post lock in period
9	Validity of Tender	90 days from the date of opening of Technical Bid
10	Availability of Bid Document	Bid document may be downloaded from Web page: epublishing System, Government of India or https://www.nsic.co.in/Tenders/Index



Bidders may regularly visit the CPP Portal/ NSIC website for any corrigendum/ addendum, or updated information with respect to bid and matter incidental thereto. No separate communication will be sent to individual.

This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected service providers. Unsolicited offers are liable to be ignored.

Bids must be signed & stamped by the Authorized signatory on each page will only be accepted. Bids after due date & time will not be accepted.

Tenders from intermediaries or brokers shall not be entertained.

Further, no consideration shall be given for delay in submission of bids and hence, bids submitted after the due date and time will not be considered for further evaluation.

The person, signing the bid on behalf of company/ firm or on behalf of another person shall attach with bid a certified copy of proper authority/ power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/ firm and must state specifically that he has authority to sign such bids for and on behalf of such person or company/ firm as the case may be, and in all matters pertaining to the contract.

Canvassing in any form will disqualify the tenderer.

Shortlisted tenderers will be informed in writing/ email by NSIC for arranging site inspection of offered premises.

NSIC reserves the right to accept or reject any or all tenders/ offers without assigning any reason thereof, at any stage.

Senior Branch Manager
BO-Naraina



National Small Industries Corporation Ltd.

**Branch Office: Central Delhi Naraina
(A Govt. of India Enterprise)**

D-10, 2nd Floor, DDA LSC Complex

Website: www.nsic.co.in

E-mail: bonaraina@nsic.co.in Phone: 9811631502

Ref No. NSIC/BO-Naraina/Lease/2025-26/SO/01

Date: 13.08.2025

INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF BIDS

The expression "Bid Notice" referred to in the Bid Documents shall be deemed to include any Notice/ Letter Inviting Bid with respect to the work forming the subject matter of the documents and vice-versa.

The bid complete in all respects shall be submitted in the following address on or before 03.09.2025 up to 06.00 P.M. The Bid should be signed on each page, dated and witnessed in all places provided for in the documents. All other papers should be initialed.

**Senior Branch Manager,
National Small Industries Corporation Ltd.,
Branch Office Central Delhi Naraina,
D-10, 2nd Floor, DDA LSC, Naraina Vihar,
Metro Station Gate No. 1
New Delhi – 110028**

The bidders should submit their responses in two separate sealed envelopes, super scribed with "**Bids for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028**"

Envelope-I: Technical Bid

Envelope-II: Price Bid

Envelope-I :The participating Bidder has to submit Technical Bid complete in all respect with requisite covering letter with required supporting documents as mentioned in NIT (Notice Inviting Tender) point no 2 duly signed & stamped on each page by authorized signatory without any conditions, otherwise the offer shall be summarily rejected. No price details should be given or hinted at in the Technical Bid. Bid with such details shall be summarily rejected.

Envelope-II: It shall contain only Price Bid in prescribed format and no conditions i.e. deviations/ assumptions/ stipulations/ clarifications/ comments/ any other request whatsoever shall be submitted in this envelope. Conditional offers will be rejected.

Senior Branch Manager
BO-Naraina



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Website: www.nsic.co.in

E-mail: bonaraina@nsic.co.in Phone: 9811631502

Tel No. Tel No. 011-26926275,

Ref: - NSIC/BO-Naraina/Lease/2025-26/SO/01

Date: 13.08.2025

INDEX OF BID DOCUMENTS

S.NO.	DESCRIPTION	PAGES
1.	NOTICE INVITING TENDER	3-4
2.	INSTRUCTION TO BIDDERS	5
3.	INDEX OF BID DOCUMENTS	6
4.	TERMS & CONDITIONS OF CONTRACT	7-8
5.	EVALUATION MATRIX	9
6.	<u>ANNEXURE – I</u> TECHNICAL BID	10-11
7.	<u>ANNEXURE – II</u> PRICE BID	12-13
8.	<u>ANNEXURE – III</u> COVERING LETTER FORMAT	14
9.	<u>ANNEXURE – IV</u> NO DEVIATION CERTIFICATE	15
10.	<u>ANNEXURE – V</u> UNDERTAKING	16
11.	<u>ANNEXURE – VI</u> RFP Declaration	17

TERMS AND CONDITIONS

1. The building in which office space is offered should have basic amenities: - Toilet, Water Supply Arrangement, availability of space to put signage board of NSIC, may be nearby market place or banks, Availability of Separate Electricity Meter, Electricity Load Capacity, Parking space, Year of construction should not be more than 10-15 yrs. with availability of space to put signage board of NSIC, the requirement is for 700 Sq. ft offered space on Monthly rental basis at Kundli Industrial Area. Area must be ready to move in.

In case of damage to the leased/ hired property due to any natural calamities, rioting etc. NSIC will not undertake to compensate the loss or damage incurred to the owner of the property.

2. The bidder must be the legal owner or a duly authorized representative.
3. Property must be legally compliant with local development norms.
4. Lease Period- Minimum 5 yrs.
5. Lock-in Period: 1 year from the date of lease agreement.
6. Rent: Payable monthly in advance through NEFT/RTGS before the 7th of every month.
7. No other charges whatsoever shall be paid by NSIC on any account subsequently i.e. maintenance of building premises, parking, common area, signage display or any other account etc.
8. Taxes: Property Tax, Municipal Tax shall be inclusive. GST shall be paid to lessor on production of requisite documents. Electricity & water bills extra as per consumption.
9. Maintenance: Owner responsible for structural maintenance; tenant for internal upkeep.
10. Registration and stamp duty charges will be shared equally between lessor and NSIC (50:50).
11. Joint measurements will be taken in the presence of NSIC officials and tenderer/ authorised representative for finalizing the carpet area.
12. Security Deposit: 2 months' rent (refundable).
13. Termination: With 3-month notice post lock-in period.
14. Insurance: Owner to ensure premises are insured.

15. Possession of the building in the ready to move condition will be handed over to NSIC within 7 days from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.
16. The bids not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
17. The validity of the offers shall be 90 days from the last date of submission of offer.
18. The initial period of agreement will be for 5 years which may be further extended on mutual consent on same terms & conditions.
19. NSIC will not pay agency charges for hiring of office space.
20. During the lease period, if NSIC desires to carry out any addition and alteration works at its own cost as per the requirement of NSIC, lessor shall permit the same on the existing terms and conditions and obtain any permission, if required, from local authority.
21. The contract can be cancelled if, Tenderer enters into a contract with NSIC 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 Offers or gives or agrees to give to any person. FORM OF TENDER.

Evaluation Matrix

Technical Evaluation Criteria:

1. Location Suitability (30 marks)
2. Amenities and Accessibility (30 marks)
3. Building Condition and Layout (30 marks)
4. Availability of Parking (10 marks)

Total Marks: 100

Minimum Qualifying Marks: 70

Financial Evaluation Criteria:

Lowest quote among technically qualified bidders will be selected (L1 basis).

Technical Bid

To,

Senior Branch Manager,
National Small Industries Corporation Ltd.,
Branch Office Central Delhi Naraina,
D-10, 2nd Floor, DDA LSC, Naraina Vihar,
Metro Station Gate No. 1
New Delhi – 110028

Subject: Submission of Bid for Leasing Office Space at Kundli Sonipat, Haryana-131028.

This offer is with reference to the limited tender published on CPP Portal and put up In the tender section of National Small Industries Corporation Limited (NSIC) website www.nsic.co.in for taking office space on Lease / Rent basis.

The details of the premises offered are as under:

Details of the Premises offered

S. No	Particulars	Details
1	Details of Firm/ Builder/ Owner/Representative	
1.1	Name of the Bidder	
1.2	Full Address of the Bidder with Pincode	
1.3	Phone No	
1.4	Email id	
1.5	Constitution of Bidder/ Firm (Proprietary/ Partnership/ Pvt Ltd/ Public Ltd etc.)	
1..5.1	Permanent Account Number (PAN)	
1.5.2	Valid GST registration No.(If any)	
1.5.3	Name & Designation of the Contact Person to whom all references shall be made regarding this Tender	
2	Details of Property	
2.1	Name of the Owner	
2.1	Address	
2.2	Phone no	

2.3	Name of the Building	
2.2	Location & Address of the Property	
2.3	Usage of the Property (as approved by CA)	
2.3.1	Residential / Commercial	

Layout Plan/ Building plan of proposed premises to be enclosed with Tender		
3	Building	
3.1	Type of Building: (Commercial/Semi commercial)	
3.2	Floor on which the offered premises is located	
3.5	Area of premises offered per unit a. Total Built-up area b. Carpet area	_____ Sq. ft. _____ Sq. ft.
3.6	Year of Construction	
4	Technical Specifications	
4.1	Electrical Load Capacity (in KW)	
4.2	Availability of Separate Electricity Meter (Yes/ No)	
4.3	Water Supply Arrangement	
5	Common Services	
5.1	Car Parking Space	Reserved/ Open
5.2	Electricity or Power Supply available	Yes/ No
5.3	24 hrs. Water / Overhead tanks available	Yes/ No

I/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) Printed Name:

Designation:

Seal:

Price Bid

Ref No: NSIC/BO-Naraina/Lease/2025-26/SO/01

Place; Kundli, Sonipat

Tender Inviting Authority; National Small Industries Corporation Limited, BO Naraina

Subject: Submission of Bid for Leasing Office Space at Kundli Sonipat, Haryana-131028.

S.no	Particulars	Details
1	Bidder Name	
2	Premises Address	
3	Floor level	
4	Carpet Area of the Premises offered (Sq. ft) (A)	
5	Monthly Rate Per Sq. Ft. of carpet area (In Rupees) (Excluding GST) (B)	
6	Agreement Period (In Years)	
7	Security Deposit (In Months)	
8	Lock in Period	
9	Maintenance Charges (if any)	
10	Outgoes such as Municipal taxes, House tax, Property tax, cess (if any) (C)	
11	Gross Rent per sq ft carpet area (Rs. In figure and Words) (D= B+C)	
	Total Monthly Gross Rent (E=A*D)	

Note:-

- Tenderers shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp duty charges will be shared equally by the Lessor and the Lessee (50:50).
- Carpet Area Rate: The Carpet Area Rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/ cess present and future – House tax, Property tax and Municipal taxes, Signage display charges etc., other than GST)

Maintenance Charges and Service Charges like Society Charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance before ___of every month.

- c. Carpet Area Measurements: The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of NSIC official and Tenderer/Authorized representative for finalizing the carpet area.
- d. Validity of Offer: The offer should remain valid at least for a period of 3 (three) months or 90 days (whichever is later) to be reckoned from the date of opening of "Technical Bid":
- e. GST Charges shall be paid extra on submission of requisite documents.
- f. Income Tax will be deducted at source at prevailing rate.
- g. Water & Electricity charges shall be paid as on actuals by lessee.

Date:

Signature & Seal of the authorised Person:



National Small Industries Corporation Ltd.

Branch Office: Central Delhi Naraina

(A Govt. of India Enterprise)

D-10, 2nd Floor, DDA LSC Complex

Website: www.nsic.co.in

E-mail: bonaraina@nsic.co.in Phone: 9811631502

Tel No. Tel No. 011-26926275,

Annexure - III

Covering Letter

To,

Senior Branch Manager,
National Small Industries Corporation Ltd.,
Branch Office Central Delhi Naraina,
D-10, 2nd Floor, DDA LSC, Naraina Vihar Metro Station Gate No. 1
New Delhi – 110028

Subject: Submission of Bid for Leasing Office Space at Kundli Sonipat, Haryana131028

Sir,

With reference to the RFP dated [DD/MM/YYYY], I/We hereby submit our proposal for leasing office space as per the terms and conditions mentioned therein. All required documents, technical and financial bids are enclosed herewith. I/We agree to abide by the terms and conditions mentioned in the RFP.

Thanking you,

Yours sincerely,

[Authorized Signatory]

Name:

Designation:

Contact:

Seal:

No Deviation Certificate

I/ We certify that the bid submitted is strictly as per the terms and conditions and specifications of the RFP. There is no deviation in any form.

I/ We agree that any deviation in the bid shall make the bid liable for rejection.

Date: _____

Place: _____

Signature: _____

Name: _____

Designation: _____

Seal: _____

UNDERTAKING

I understand that any permission required from any Government Body, Payment of pending taxes, Fees (if any) will be cleared by me before signing the lease agreement in case my property is selected after opening of Financial Bid. I further understand that my bid is liable to be cancelled, if I fail to comply with the above and provide any NOC from any Govt department (if desired by NSIC) within 15 days of intimation.

Signature of Tenderer with seal

Date: _____
Place: _____

FORM OF RFP DECLARATION

To

Senior Branch Manager,
National Small Industries Corporation Ltd.,
Branch Office Central Delhi Naraina,
D-10, 2nd Floor, DDA LSC, Naraina Vihar,
Metro Station Gate No. 1
New Delhi – 110028

I/We have read and examined the complete RFP document relating to “Limited Tender Enquiry for Hiring of Office Space at Kundli Industrial Area, Sonipat, Haryana-131028”

I/We have carefully read and understood all the terms and conditions of the RFP and hereby convey my unconditional acceptance of the same.

We hereby submit the proposal for leasing out office space as per the terms and conditions mentioned in the RFP document.

We agree to keep our Proposal open for acceptance for 90 days from the date of opening of technical proposal.

Should this Proposal be accepted, we agree to abide by & fulfill all the terms conditions of aforesaid RFP document including all its parts and components, in full.

If our Proposal is accepted and we fail to lease out office space as per the agreed terms & conditions, we agree that the RFP Inviting Authority shall without prejudice to any other right or remedy is at liberty to forfeit the performance security absolutely, terminate our selection and suspend us from being eligible for bidding in any tender of RFP Inviting Authority for 2 years.

The information / documents furnished along with the above Proposal are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our Proposal at any stage besides initiation of any other action under terms of this RFP and/or appropriate law.

Signature of bidder _____
Duly authorized to sign the RFP

Dated _____
Address _____

Note: The above declaration, duly signed and sealed by the authorized signatory of the entity on its letter head, should be uploaded with Proposal.