



नेशनल सफाई कर्मचारी फाईनेंस एंड डेवलपमेंट कॉरपोरेशन
(सामाजिक न्याय और अधिकारिता मंत्रालय के अंतर्गत भारत सरकार का उपक्रम)
National Safai Karamcharis Finance & Development Corporation
(A Govt. of India Undertaking, Under the Ministry of Social Justice & Empowerment)



U74899DL1997GOI084652

NSKFDC/P&A/Office Premises/70/98-99/2017

1357

Dated: 04.10.2017

NOTICE

Urgent need for Office Space

National Safai Karamcharis Finance and Development Corporation (NSKFDC) is an apex corporation under the aegis of Ministry of Social Justice and Empowerment, GOI. NSKFDC requires office space measuring of 6000 to 8000 Sq ft on lease rent basis for accommodating its corporate office at Delhi/New Delhi preferably within 20 kms from India Gate preferably in South Delhi.

Offers are invited under two bid system from interested parties/bodies, Central and State PSUs, other autonomous bodies, corporate, individuals, etc., in prescribed format and subject to the Terms and Conditions given along with the tender document. The press release is only informatory in nature and interested parties are advised to visit the website www.nskfdc.nic.in for details please.

Last date for submission/receipt of tender in sealed envelop is 30.10.2017 at 6:00 P.M. and technical bids will be opened by the Tender Committee in the presence of bidders or their authorized representatives who wish to remain present on 31.10.2017 at 11:00 A.M. in the Office of NSKFDC. The tenders received after the above said scheduled date and time will not be considered.

Shekhans
4/10/17

(Company Secretary),
NSKFDC

B-2, Ground & First Floor,
Greater Kailash Enclave Part-II,
New Delhi-110048

TENDER DOCUMENT

For providing office space on lease basis

- (a) Date and time for submission of Tender Document : From 10.00 AM to 6.00 PM on all Working days from 04.10.2017 to 30.10.2017
- (b) Date and time for opening of Technical Bids : At 11.00 AM on 31.10.2017
- (c) Date and time of opening of Financial Bids : Will be informed to the eligible parties after evaluation of technical bid giving notice of three working days.

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SECTION-A
GENERAL INSTRUCTIONS FOR BIDDERS

Sub: Inviting Offers for office space in Delhi / New Delhi on rent / lease for NSKFDC

National Safai Karamcharis Finance and Development Corporation (NSKFDC) is an apex corporation under the aegis of Ministry of Social Justice and Empowerment, Government of India. NSKFDC is registered under section 8 of the Companies Act 2013 (earlier under section 25 of the Companies Act 1956) a company not for profit with an objective to promote economic and developmental activities for the benefit of Manual Scavengers, Safai Karamcharis and their dependents through State Channelizing Agencies (SCAs) nominated by respective State Governments/Union Territories/Regional Rural Banks/Nationalized Banks.

NSKFDC requires suitable office space on rent/lease basis in Delhi/New Delhi in a ready and approved building/area for operating its office measuring minimum 6000 Sq ft. The location of the building should be approachable and accessible to Persons with Disabilities also. The terms & conditions may be referred in the enclosed annexure-I. The rent/lease agreement would be executed initially for a period upto 5 (Five) years extendable on mutually agreed terms.

Offers are invited from interested bodies, Central and State PSUs, other autonomous bodies, corporate, individuals etc., who are legal owners of approved properties for hiring build up space as above. The offers should be submitted in the prescribed format in a sealed envelope superscribing.

“Offer for office space for NSKFDC” latest by **30th October, 2017** at the above mentioned address by speed post/courier. Further communication/corrigendum, if any, will be available only in the website of the Corporation for information of the interested parties.

The property owner(s) are advised to obtain detailed requirement and terms & conditions of hiring from this office or download from website of NSKFDC www.nskfdc.nic.in

1. The lease period shall initially be for a period upto three years and likely to commence from January, 2018. The period of the lease deed shall be renewable as per the mutual consent of both the parties at the end of three years. However, the lease deed may be terminated by NSKFDC by giving not less than three months notice.
2. The interested parties may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10,000/- and other requisite documents by 30.10.2017 up to 1800 hrs in NSKFDC, B-2, Ground & First Floor, Greater Kailash Enclave Part-II, New Delhi-110048.
3. The various crucial dates relating to **“Tender for Providing Office Premises to NSKFDC are cited as under:**

- | | | |
|--|---|-------------------------------|
| (a) Period of issue of Tender Document | : | From 04.10.2017 to 30.10.2017 |
| (b) Date and time for opening of Technical Bid | : | At 11.00 AM on 31.10.2017 |

(c) Date and time of opening of Financial Bid

: Will be informed by 10th November, 2017 to the eligible parties after evaluation of technical bid

6. Tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested parties are required to submit three separate sealed envelopes. Marked / super scribed as "A-Earnest Money Deposit", "B-Technical Bid" and "C-Financial Bid" kept in one big sealed envelope super scribing "**Tender for providing Office Space to NSKFDC**".

Envelope "A" should contain an Earnest Money Deposit (EMD), refundable without interest, of Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Draft /Pay Order drawn in favour of NSKFDC **failing which the tender shall be rejected out rightly.**

Envelope "B" should contain tender document and supporting documents. Envelope "C" should contain only financial bid which will be opened separately in respect of successful bidders whose technical bid is accepted primarily.

Bids containing Financial Bid in the 'A' or 'B' envelop will be summarily rejected.

7. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected.** However, the cuttings if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
9. In case of any difference of the amount quoted in words & figures, the words will prevail. In case of difference of unit rate and total rate, the unit rates will prevail. The Technical bids shall be opened on the scheduled date and time at **11.00 AM on 31.10.2017** in Conference room, NSKFDC, B-2, Ground & First floor, Greater Kailash Enclave Part-II, New Delhi-110048 in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
10. The Financial Bid of only those tenders will be opened whose Technical bids are found technically responsive. The date and time for opening of Financial bids shall be informed by 10th November, 2017 to the bidders who qualify in the Technical bid stage.
11. The Competent Authority of NSKFDC reserves the right to reject any or all bids without assigning any reason.

SECTION-B
APPLICATION – TECHNICAL BID

**TECHNICAL REQUIREMENT FOR OFFICE PREMISES FOR NSKFDC,
NEW DELHI**

Format for submitting Quotation for office space on rent

A) Details of property

- i) Address of office space offered
- ii) Building plan approved by the concerned authority (Yes/No)
- iii) Floor on which offered space located
- iv) Carpet area of the offered space
- v) Work stations available/partitions, if any
- vi) No. of Meeting/Conference rooms available
- vii) Name of Legal owner of the premises
- viii) Whether previously on rent (Yes/No),
if yes, copy of the rent agreement may be enclosed.
- ix) Approved & available Power (load)
- x) Separate Electricity, Generator & Water
Meters installed or to be installed
- xi) No. of free parking available for
1.Cars:
2.Two wheelers:
- xii) Provision of Power backup (Yes/No)
- xiii) Provision of lift in case space
offered is not on ground floor or
building has stilt floor
- xiv) Dedicated power backup for lift
- xv) Proper safety & security system in
place or not (Fire & theft)
- xvi) Insurance of Building done YES/NO
- xvii) Any condition of offer from owner :
No/Yes/Please indicate

B) Details of Bidder

1. Name of the party:-----

2. Details of Deposit (a) EMD

Drawn on Bank -----

3. Name of proprietor /Director (In case of Non individual):-----

4. Full Address of Registered office :-----

Telephone No. :-----

Fax No. :-----

E-Mail Address. :-----

5. Full address of Operating

Office/Branch Office :-----

Telephone No. :-----

Fax No. :-----

E-Mail Address. :-----

6. Banker of the party :-----

Telephone No. of Banker :-----

7. (a)TAN :-----

(b)PAN :-----

(Attach attested copy of above)

8. GST Registration No. :-----

Attach attested copy

9. Additional information, if
any (Attach separate sheet, if

required)

C) Self certified copies of all the documents of ownership, building plan etc along with documents as per SL No. A of Annexure-I need to be enclosed with the tender documents.

Date:

Signature of authorized person

Name:

Place:

Seal:

DECLARATION

1. I,----- Son/ Daughter / Wife of Shri -----
Proprietor / Director /authorized signatory of the -----, mentioned above, am
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/We, am/ are well aware of
the fact that furnishing of any false information / fabricated document would lead
to rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Signature of authorized
person

Date:

Name:

Place:

Seal:

SECTION-C **TERMS AND CONDITIONS**

TERMS & CONDITIONS OF HIRING OF OFFICE SPACE BY NSKFDC

Offers are invited from Government bodies, Central and State PSUs, other autonomous bodies, corporates and individuals who are legal owners of approved properties for hiring build up space as above. The offers should be submitted in the prescribed format in a sealed envelope super-scribing "**Offer for office space for NSKFDC**" latest by **30th October 2017** at the above mentioned address by speed post/courier.

The property owner(s) are advised to go through the following details and terms and conditions of hiring:

Any offer which is not accompanied with the above details/documents is likely to be rejected.

A) MANDATORY REQUIREMENTS:

1. Offers are invited individually and/or jointly from legal owners of approved & dispute free properties.
2. Office spaces would be hired only in a approved building located within Delhi/New Delhi within 20kms of India Gate, preferably in South Delhi.
3. The approaches to building as well as the office space within the building should be accessible to Persons with Disabilities (PWD)s without any barrier.
4. The rent/lease agreement is required to be executed initially for a period of three years extendable by two years on mutual consensus. NSKFDC may terminate lease deed by giving three months notice.
 - 100% power backup should be available
 - Parking space for around 10 cars and 20 two wheelers to be available.
5. A rent/lease agreement will be executed in the office of the sub-registrar, the entire cost of which would have to be borne by the property owner(s).
 - The agreement may be renewed at the discretion of NSKFDC for a further period on mutually agreeable rent amount and terms with increase in rent not exceeding 7%.
 - No security deposit will be paid by NSKFDC.
 - Payment of all government taxes including Municipal taxes will be the liability of the property owner.
 - No charges other than the charges as mentioned in Financial Bid shall be admissible

- GST will be paid by the owner.

B) THE PROPERTY OWNER(S) WOULD BE REQUIRED TO ;

- a) Install independent electric meter with adequate sanctioned load at his/their own costs.
- b) Provide adequate light fittings & electrical and fans as per requirement of this office & common area.
- c) Install independent water meter, water pump and overhead water tank of sufficient capacity at his/their own costs to ensure uninterrupted supply of water in space offered.
- d) Have in place automatic Power backup arrangements and capacity.
- e) Lift to be mandatorily provided in case of first floor & above.

C) THE CONDITIONS THAT WOULD GOVERN THE SELECTION OF A SPACE ARE AS FOLLOWS :

- i) Preference will be accorded to space offered closest to India Gate and in South Delhi.
- ii) The required space is available in continuity.
- iii) The place is easily accessible with adequate circularly area/parking space.
- iv) Place is near Metro Station.

The Competent Authority of the NSKFDC reserves the right to reject any or all bids without assigning any reason.

D) DOCUMENTS TO BE SUBMITTED

The following details/documents are required to be submitted alongwith the offer :

- i) Complete address of property
- ii) Proof of ownership
- iii) Carpet area (unit-wise)/floorwise
- iv) Copy of approved building plan
- v) Brief description of the covered area
- vi) Rent demand per square feet of carpet area or lump sum (clearly stating for bare space or with partition).
- vii) Terms & conditions of offer from the property owner, if any.
- viii) Total & available approved sanctioned power (load) & power backup, if any.
- ix) Lift facility, earmarked car parking area and earthquake resistance, if any.

- x) PAN
- xi) Documents of all mandatory clearances for the building.

E) EVALUATION OF BIDS

1. On receipt of bids, NSKFDC will check the legal correctness of the bid.
2. NSKFDC will check the compliances of all the requirements as mentioned in the tender document.
3. NSKFDC will inspect the premises for ascertaining its suitability from point of view of approach, surroundings and infrastructure etc in compliance to A) B) & C) above.
4. Financial bids of tenders of those bids will be opened which are found suitable and complete with all necessary documents and the lowest responsive bid will be finally offered for taking the property on lease by NSKFDC.
5. The Earnest Money Deposit in respect of the agencies who do not qualify the Technical Bid (First Stage), their Financial Bid (Second competitive stage) shall be returned to them without any interest. The Competent Authority, NSKFDC reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
6. NSKFDC will enter into lease & license agreement with the successful bidders which will include the relevant prices mentioned in the terms and conditions and the payment terms.

F) LEGAL

- If the parties fail to resolve their dispute or difference by mutual consultation within twenty-one days of its occurrence, then either the service provider or **NSKFDC** may give notice to the other party of its intention to commence arbitration, in the manner hereinafter provided and the arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. The dispute or difference arising between the lessor and **NSKFDC** (lessee) relating to any matter arising out of or connected with the Contract, shall be referred to the sole arbitrator to be appointed by the MD, NSKFDC. The award of the arbitrator will be final and binding on the parties to contract.

SECTION-D

APPLICATION – FINANCIAL BID

(To be submitted in envelope "C" separately)

For Providing Office Space to NSKFDC as per details given below

1. Name of tendering Party:
2. Rent Details (Excluding GST)

Total area	Usable Area (Carpet area)	Rent		Other charges		Total (Rent +other charges)	
		Rent per Sq.feet (in Rs.)	Total Rent (in Rs.)	Any other charges (if any) per sq.ft (in Rs.)	Total other charges for space	Per Sq.feet (in Rs.)	Total for office space (in Rs.)
1	2	3	4 = 2X3	5	6=2X5	7=3+5	8=4+6

Note No other payment will be released over and above the amount as mentioned in column 8
