

**NATIONAL CO-OPERATIVE CONSUMERS' FEDERATION OF INDIA LIMITED**  
**NCUI Complex, 3 Siri Institutional Area, August Kranti Marg, New Delhi-110016**

**Email: [nccf@rediffmail.com](mailto:nccf@rediffmail.com)**  
**Website: [www.nccf-india.com](http://www.nccf-india.com)**

**Phone: 011-41008679**

**LETTING OUT OF VACANT COMMERCIAL SPACE**

NCCF Head Office intends to let out vacant commercial space on lease available on "as is where basis"

1. The prescribed application form along with General Terms & Conditions may be downloaded from NCCF website or can be get from NCCF, Head Office. The list of premises is also attached.
2. The application filled in the prescribed format along with the required documents should be submitted in sealed cover, scribed "APPLICATION FOR VACANT COMMERCIAL SPACE AT OKHLA & Nehru Place" addressed to: The ASSISTANT MANAGER (P&A), NCCF of India Limited, Head Office.
3. Applicants for premises must submit EMD, copies of Income Tax Returns and Audited Profit & Loss A/c, Balance Sheet as applicable for the past 3 years etc failing which their application will be deemed invalid and will be rejected. Applications without proof of adequate income/revenue will be rejected.
4. Joint Applications by two or more persons/firms will be rejected.
5. The last date for submission of the applications is **dated 13.01.2021 up to 05:00 PM.**
6. Validity of the application is the period of 3 months from the Date of application.
7. Selected applicants will be called for discussion for rent finalization.
8. Preference will be given to Public Sector Undertakings/ Banks/Financial Institutions of Standing repute etc.
9. Brokers will not be entertained.
10. NCCF reserves the right to accept/ reject any application at its own discretion without assigning any reason. The Decision of the authority will be final.
11. For Inspection of the space or for any other query one may contact to the Assistant Manager (P&A).

  
**Incharge (P&A)**

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**GENERAL TERMS & CONDITIONS**

1. The space will be offered on "as is where is basis" only for running regular Offices/ Store/ Godown/ Food Courts and related retail outlets engaged in commercial activities.
2. Space will be offered on lease basis for a period of 3 years as per the terms and conditions of the NCCF.
3. The lease deed is to be executed and registered as per the standard pro-forma and the cost is to be borne by the lessee.
4. **Earnest Money Deposit:** The bidder will be required to furnish earnest money of Rs. 100000/- in the form of Demand Draft in favour of **MD NCCF of India Limited** payable at Delhi. The EMD of the unsuccessful bidders will be refundable within one month of finalization of tender. In case of the order is not awarded or the tender or rejected, the DD shall be returned within one month of opening of Bids. No interest would be payable on amount of EMD. Without the EMD, the tender shall be summarily be rejected. EMD should be submitted along with Bid. The EMD will be forfeited in case the Bidder asks for modification in his/their bids or do (es) not accept the contract after being awarded the same.
5. **Bid validity:** Bid submitted by bidder shall remain valid for the acceptance for a period of 120 days from the date of opening of the price bids. Bidder shall not be entitled to revoke or cancel the bid till completion of Bid validity otherwise his EMD will be forfeited.
6. **Two months' rent** has to be kept as interest free security deposit and must be deposited by demand draft which is refundable at the time of vacation of premises.
7. The rent is payable in advance before 7<sup>th</sup> of every month failing which a simple interest of 12% is payable.
8. The Municipal Tax, Water and Drainage Charges or any statutory fees etc are to be borne by the tenant. Any other tax or any hike imposed by the appropriate authority is to be borne by the tenant.
9. GST at the prescribed rates as applicable is to be borne by the tenant.
10. Electricity Charges - The Successful bidder will have to pay the actual bill to the BSES as per actual consumption of electricity and will submit the receipt of paid bills to NCCF HO along with monthly rent.

11. Annual Increment of Rent- The annual increment of rent will be applicable @10% of rent of previous rent.
12. The Selection of bids will be done as per the rules and guidelines of the NCCF and the acceptance of the same will be subject to approval by the Competent Authority.
13. At any time before the submission of tender, NCCF may for any reason, what so ever, carry out amendments to the tender document at its own initiative or in response to a clarification requested by the Institutions/Organisation. The amendment will be made available on our website and will be binding. NCCF may, at its discretion, extend the dead-line for the submission of tenders.
14. The tenders that are incomplete in any respect or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondence will be entertained from such bidders, Conditional tenders and tenders without EMD will not be acceptable.
15. Any type of construction on the premises or deformation of building will not be allowed in any case.
16. Successful bidder will be allowed for necessary repair work with prior permission of company authority.
17. Interested bidders shall submit their tender in sealed envelope on due date & time at NCCF, Head Office.
18. The tender should be submitted with duly filled in data and other relevant attachments.
19. All documents submitted should be self-certified on each page of the tender & signed and sealed.
20. For any other query/ assistance you may get in touch with Assistant Manager (P&A) at phone no. 011-41008679 or General Manager (C) phone no. 011-40194607
21. NCCF reserves the right to accept or reject any tender without assigning any reason thereof.

## TENDER SCHEDULE

| Sl.No. | Description   |  |
|--------|---|--|
| 1      | Name of work  | Tender for Hiring of Office Premises at<br>1. B-19, Okhla Industrial Area, Phase-1,<br>New Delhi-110020.<br><br>AND<br>2. 95, Vishal Bhawan, Nehru Place, New<br>Delhi.            |
| 2      | Cost of tender document.                                      | Free of Cost.  |
| 3      | Earnest Money Deposit   | Rs. 1,00,000/- (Rupees One Lacs).  |
| 4      | Date of sale of tender document                               | From 18.12.2020 to 13.01.2021 between<br>11:00 AM and 5:00 PM on week days<br>excluding Holidays, Saturday and<br>Sundays) from the above office or<br>download from NCCF website. |
| 5      | Last Date & Time of receiving/ submission of tender document. | On 13.01.2021 up to 5:00 PM.   |
| 6      | Date & Time of opening of Technical Bids                      | As on the next date of submission of<br>tender i.e. on 14.01.2021 at 11:00 AM.   |
| 7      | Time Limit for handing over possession of the premises.       | Within 30 (thirty) days from the date<br>of issue of acceptance letter.  |
| 8      | Lease period/ Contact Period                                  | As mentioned in the terms &<br>Conditions of the contact.  |
| 9      | Notice period for Termination of contact.                     | 03 (three) months on either side.  |
| 10     | Validity of tender  | 03 (three) months from the date of<br>opening of BID   |

**Date:**

  
**Incharge (P&A)**

## Performa for Bid

To,  
**Incharge (P&A),**  
 NCCF of (I) Limited,  
 New Delhi

Dated: \_\_\_\_\_

Tender No. NCCF/Admn/2020-21

### BID FOR USE OF COMMERCIAL SPACE ON RENTAL BASIS

Details to be given in the following format:

(1)

| A. General Profile |  |   |
|--------------------|--|---|
| S.No.              | Particulars  | Details to be filled by the Organisation/Institutions |
| 1.                 | Name of the Organisation/Institutions  |   |
| 2.                 | Registered Office Address<br>Telephone Number<br>Fax Number<br>E-mail  |   |
| 3.                 | Correspondence Address<br>Telephone Number<br>Fax Number<br>E-mail   |   |
| 4.                 | In case of Individuals<br>(a) Identity Proof<br>(b) Address Proof<br>(c) Pan Card Copy<br>(d) Bank Account Details: such as-<br>SB/ Current A/c No, Branch,<br>Name & Attach copy of 3<br>months statement.<br>(e) Nature/Details of Business                  |   |
| 5.                 | In case of Company/partnership<br>Firms:<br>(a) Full particulars of Business<br>(b) Copies of Trade Licenses<br>(c) Partnership Deed/<br>Memorandum & Articles of<br>Association<br>(d) Copy of Last 3 years Audited<br>Balance Sheet & Income Tax<br>Returns. |   |
| 6. (i)             | Floor & area required in respect of B-19, Okhla Industrial Area, Phase-1, New Delhi-110020   | Floor:<br><br>Area (sq. Ft.):                         |

|      |   |                           |
|------|---|---------------------------|
|      |   |                           |
| (ii) | Floor & area required in respect of 95, Vishal Bhawan, Nehru Place, New Delhi.                  | Floor:<br>Area (sq. Ft.): |
| 7.   | Purpose for which the premises will be utilized.  |                           |
| 8.   | Rent Offered per sq. Ft (Excluding all Taxes/levies)  |                           |
| 9.   | Details of the authorised person (Name, Designation, Address Telephone Number Fax Number E-Mail |                           |
| 10.  | GST Number and its photo copy of GST registration Number to be enclosed. (if applicable)        |                           |
| 11.  | Banker Name, Address & Bank Account   |                           |
| 12.  | Other Requirements/Relevant information if any, may be provided as annexure to this Performa    |                           |

(2) Details of EMD Rs.1,00,000/- (Rs. One Lacs only). DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Payable at Delhi.

**Declaration by the bidder:**

This is to certify that I/we before signing this tender have read and fully understood scope, all the terms and conditions contained herein and undertake myself, our self-abide by them.

**LIST OF ENCLOSED DOCUMENTS:**

- 1)
- 2)
- 3)
- 4)

**Date:**

**Authorized Signature**

**Name & Designation**

**Seal of Organisation**

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**DETAILS OF VACANT PREMISES**

| <b>Sl. No.</b> | <b>Location of Building</b>                              | <b>Floor</b> | <b>Approx. Vacant (In Sq. Ft.)</b> |
|----------------|--|--------------|------------------------------------|
| 1.             | B-19, Okhla Industrial Area Phase-1<br>New Delhi-110020. | Basement     | 11353 sq. ft                       |
| 2.             | B-19, Okhla Industrial Area Phase-1<br>New Delhi-110020. | Ground Floor | 8528 sq. ft                        |
| 3.             | 95, Vishal Bhawan, Nehru Place,<br>New Delhi             | Ground Floor | 3815 sq. ft                        |

**DECLARATION FORMAT**  
**(To be submitted on the letterhead)**

**DECLARATION**

I/We do hereby declare that we have not been debarred/ blacklisted by State Government/ Government of India. The information provided above is correct and true to the best of our knowledge and belief. In case, at any time the information furnished is found to be false, you may disqualify/ debar me/us as deemed fit.

I/we do hereby declare that we are competent and legally authorized to submit the tender and/or to enter into legally binding contact.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Stamp of the Organization**