



फाइल सं०: 9(26)/2018-19/Dev.

राष्ट्रीय शर्करा संस्थान

NATIONAL SUGAR INSTITUTE

आई०एस०ओ 9001:2015 प्रमाणित संस्थान

An ISO 9001:2015 Certified Institute

उपभोक्ता मामले खाद्य एवं सार्वजनिक वितरण मंत्रालय

Ministry of Consumer Affairs, Food & Public Distribution

(खाद्य एवं सार्वजनिक वितरण विभाग)

Department of Food & Public Distribution

(भारत सरकार)

Government of India

कल्यानपुर, कानपुर

Kalyanpur, Kanpur

दिनांक / Dated: 05.04.2018

खुली बोली की सूचना

राष्ट्रीय शर्करा संस्थान, कानपुर जो भारतीय प्रौद्योगिकी संस्थान, कल्यानपुर के सामने स्थित है, में आवासीय कालोनी/छात्रावास परिसर में शॉपिंग कॉम्प्लेक्स में दुकान/व्यवसायिक इकाई का लाभ उठाने का स्वर्णिम अवसर।

राष्ट्रीय शर्करा संस्थान, कानपुर द्वारा नवनिर्मित एन०एस०आई० कॉम्प्लेक्स में 4 दुकानों (11.9 फीट x 13.1 फीट) का आवंटन निर्धारित फार्म में जहां है जैसा है के आधार पर अधिकतम तीन वर्ष के लिए सरकारी विभाग/ एजेन्सी जैसे केन्द्रीय भण्डार या किसी अन्य सहकारी समिति/ व्यक्तिगत केवल भारतीय नागरिक तौर पर आवंटित किए जाने के लिए खुली बोली आमंत्रित की जाती है।

दुकानों का उद्देश्य प्रमुखतः सामान्य किराना स्टोर, स्टेशनरी शाप, मेडिकल शाप एवं टेलरिंग शाप, बारबर शाप इत्यादि हेतु है। बोली फार्म जिसकी कीमत 500/- है गैर वापसी संस्थान से उक्त कीमत का डिमाण्ड ड्राफ्ट को निदेशक, राष्ट्रीय शर्करा संस्थान, कानपुर में देय हो। विस्तृत विवरण हेतु हमारी वेबसाइट <http://nsi.gov.in> देखे।

निविदाएँ दिनांक **26.04.2018** को अपराह्न 01:00 बजे या इससे पूर्व प्रस्तुत की जा सकती है। निविदा उसी दिन अपराह्न 03:00 बजे खोली जायेगी।

प्रशासनिक-सह-क्रय एवं विक्रय अधिकारी



फाइल सं: 9(26)/2018-19/Dev.

राष्ट्रीय शर्करा संस्थान

NATIONAL SUGAR INSTITUTE

आईएसओ 9001:2015 प्रमाणित संस्थान

An ISO 9001:2015 Certified Institute

उपभोक्ता मामले खाद्य एवं सार्वजनिक वितरण मंत्रालय

Ministry of Consumer Affairs, Food & Public Distribution

(खाद्य एवं सार्वजनिक वितरण विभाग)

Department of Food & Public Distribution

(भारत सरकार)

Government of India

कल्यानपुर, कानपुर

Kalyanpur, Kanpur

दिनांक / Dated: 05.04.2018

OPEN BID NOTICE

OPPORTUNITY TO AVAIL A SHOP/ COMMERCIAL UNIT AT THE SHOPPING COMPLEX IN THE RESIDENTIAL COLONY/ HOSTEL COMPLEX AT NATIONAL SUGAR INSTITUTE (NSI), OPPOSITE IIT, KALYANPUR, KANPUR, UTTAR PRADESH.

NSI, Kanpur invites bids from Govt. Departments/ Agencies like Kendriya Bhandar or any other such government (co-operative) agencies/ individual (Indian Citizen only) in the prescribed form for allotment of 4 (four) (11.9 Feet x 13.1 Feet) vacant units/ shops in the newly constructed "NSI shopping Complex" on "As is where is Basis" for a maximum of three years.

The purpose of shops are broadly general Grocery stores, stationary shop, medical or tailoring shop, barber shop etc. The cost of bid document is Rs. 500/- (non-refundable) Demand Draft payable in favour of Director, National Sugar Institute, Kanpur. The bid document can be downloaded from our website <http://nsi.gov.in>

The Bid (s) is/ are to be submitted on or before 01:00 pm on **26.04.2018** The Bids will be opened on the same day at 03:00 PM onwards.

Administrative-cum-Purchase and Sales Officer



फाइल सं०: 9(26)/2018-19/Dev.

राष्ट्रीय शर्करा संस्थान

NATIONAL SUGAR INSTITUTE

आई०एस०ओ 9001:2015 प्रमाणित संस्थान

An ISO 9001:2015 Certified Institute

उपभोक्ता मामले खाद्य एवं सार्वजनिक वितरण मंत्रालय

Ministry of Consumer Affairs, Food & Public Distribution

(खाद्य एवं सार्वजनिक वितरण विभाग)

Department of Food & Public Distribution

(भारत सरकार)

Government of India

कल्यानपुर, कानपुर

Kalyanpur, Kanpur

दिनांक / Dated: 05.04.2018

OPEN BID NOTICE

OPPORTUNITY TO AVAIL A SHOP/COMMERCIAL UNIT AT THE SHOPPING COMPLEX IN THE RESIDENTIAL COLONY/HOSTEL COMPLEX AT - NATIONAL SUGAR INSTITUTE (NSI), OPPOSITE IIT, KALYANPUR, KANPUR, UTTAR PRADESH

NSI, KANPUR invites bids from Govt. Departments/Agencies like Kendriya Bhandar or any other such government (co-operative) agencies/individuals (Indian Citizens only) on the prescribed form for allotment of **4 (four)** vacant units/shops in the newly constructed "NSI Shopping Complex" on "AS IS WHERE IS BASIS" for a maximum period of three years.

No. of units	Purpose / Type of shop/ Trade permitted	Area	Minimum Rent (in Rs.)	Earnest Money (in Rs.)
One	General Grocery Stores	3600 x 4000 mm (11.9 feet x 13.1 feet approx)	400/-	3000/-
One	Stationery shop	-do-	400/-	3000/-
One	(i) Medical, or (ii) Tailoring	-do-	400/-	3000/-
One	Barber shop	-do-	400/-	3000/-

Cost of Bid Form	Rs. 500/- each (Non-refundable)
Date of Physical Sale of bid form/Last date of Physical Sale of bid form.	26.04.2018
The Forms can also be downloaded from the Institute's Website www.nsi.gov.in . Downloaded applications must be accompanied with Cost of Bid form as mentioned above through demand draft payable to Director, National Sugar Institute, Kanpur.	

Last Date of Submission of Bids	1.00 P.M. on 26.04.2018
Venue of Submission of Sealed Bids under two bid system	Tender box kept in the Institute Premises.
Amount of Earnest Money to be enclosed only through Demand Draft payable to Director, National Sugar Institute, Kanpur.	As mentioned in the bid form against each unit.

Licensable or non- Licensable trades would be as per decisions taken by management of NSI, KANPUR from time to time and Licence as required needs to be obtained by the allottees/Licensee from the respective departments after completing the required formalities.

The Earnest Money in the shape of Demand Draft in favour of Director, NSI, Kanpur with name of bidder and unit no for which bid is submitted at the back of the Bank draft for each shop should be enclosed separately.

Bank Draft submitted for a particular shop/unit cannot be used for any other unit if the bidder is not successful.

No request for change of trade will be entertained initially for a minimum period of one year from the date of allotment. Thereafter, such requests may be considered on merits of each case as per policy/decision of management of NSI, KANPUR.

Separate form for each shop should be submitted.

HOW TO APPLY

The bid form along with the terms and conditions of licence and list of vacant units will be available at NSI, Kanpur on Payment of Rs. 500/- each shop. The bid form can also be downloaded from the website <http://nsi.gov.in> However, downloaded bid form will be valid only if accompanied with Cost of Bid form as mentioned above through Demand Draft payable to Director, National Sugar Institute, Kanpur.

The bid form alongwith terms & conditions duly signed and completed by the requisite Earnest Money **(in the shape of Demand Draft in favour of Director, National Sugar Institute, Kanpur)** should be deposited alongwith Technical Bids. The financial bids are to be submitted separately in a sealed cover. The financial bids will be opened (only for the technically qualified bidders) after completion of technical evaluation and verification/examination of EMDs process.

The Bid (s) is/ are to be submitted on or before 01:00 pm on 26.04.2018. The Bids will be opened on the same day at 03:00 PM onwards.

In case, the bidder is interested in inspecting NSI shopping Complex, the Caretaker of the Institute can be contacted **between 10:00 am to 3:00 pm** on any working day.

NSI, KANPUR RESERVES THE RIGHT OF ALLOTMENT OR REJECTION OF ANY/ALL BIDS WITHOUT ASSIGNING ANY REASON WHATSOEVER.



Administrative-cum-Purchase and Sales Officer



Advt./Tender No. 9(26)/2008-09/Dev.
NATIONAL SUGAR INSTITUTE, KANPUR

VALID UPTO –

Form No.

- (a) Cost of Bid Document –
Rs.500/- (Five hundred only for each unit)
- (b) Cost of EMD to be attached -
Rs. 3000/- (Three thousand only for each unit)

BID/ APPLICATION FORM FOR LICENSING OF SHOP(S) FOR A MAXIMUM PERIOD OF THREE YEARS.

1. Name of the applicant (In Block Letters) :
2. Age :
3. Father's/Husband's Name :
4. Complete Residential Address :
(Attach a Copy of Proof)
5. Permanent Residential Address :
6. Present Occupation :
7. Telephone No. office/Residence :
8. Aadhaar No. (enclose a copy) :
9. PAN Card no. (enclose a copy) :
10. Citizenship :
11. (I) In case, the Bidder's/Applicant's Bid is accepted in whose name the allotment is to be made i.e. whether in the name of applicant or firm or in Company's name :
.....
.....
.....

(II) In case of Firm/Company, give name of the proprietor or partners (as the case may be) with Parentage and residential address (both present and permanent):

Name of the Proprietor/Partners'	Parentage	Age	Residential Address Present/Permanent
(a)			
(b)			

(iii) In case of Company/Firm/Co-operative Society, whether the Bidder/Applicant is authorized to apply on behalf of the Company/Firm/Co-operative Society and if so, what is the status of applicant in the Company/Firm/Co-operative Society. Also furnish an authority letter empowering the applicant to apply for allotment of the shop(s).

Note:

(a) In Case of the bid being made by a partnership firm, the Bidder/ Applicant should attach an attested copy of partnership deed.

(b) In case of Private Ltd. Company, a copy of the Memorandum of Association should be enclosed with the bid form.

12. Trade Proposed to be run in the Shop :

13. Permanent Income Tax Account No.(enclose copy):.....

14. Amount of Earnest money deposited Rs:

15. Bank Draft No. & Date :

16. Whether the Bidder/Applicant or his dependent was / is in occupation of any Municipal or Government/Private Shop/Office Premises at Kanpur, if so

(a) Particulars of accommodation :

(b) Trade being run therein :

(c) Monthly licence fee/ rent being paid thereof:

17. Are you related to any NSI Serving/Retired Employee :

If yes, details thereof.

18. Any other information which the Bidder/Applicant may like to furnish :

.....

.....
.....
19. Name of Bankers with Account No . :

DATE :

Signature of Bidder/Applicant

NAME :

Address:

.....
.....

I/we have gone through the contents of the bid/application form carefully and the information furnished by me/us is true to the best of my knowledge and belief and nothing has been concealed. I/we have also read carefully the terms and conditions of allotment annexed herewith, which I/we shall abide by. I/we agree to the allotment of shop in question being made on 'AS IS WHERE IS BASIS'. I am also submitting alongwith this application every pages of Bid Documents duly signed as token of having read the Bid Document.

Signature of the Bidder/Applicant

DATE :

PLACE :

**MEMORANDUM OF INFORMATION AND PARTICULARS OF SHOPS AT SHOPPING COMPLEX IN THE
RESIDENTIAL COLONY/HOSTEL COMPLEX AT
NATIONAL SUGAR INSTITUTE (NSI), OPPOSITE IIT, KALYANPUR, KANPUR.**

- (i) 4 (four) vacant units/shops in the newly constructed "NSI Shopping Complex" on "AS IS WHERE IS BASIS" for a maximum period of three years.
- (ii) The area of the each shop is approximately 3600 x 4000 mm (11.9 feet x 13.1 feet approx).
- (iii) Bidders are advised in their own interest to visit and see the premises in question before bidding.

The bid form along with terms and conditions of licence and list of vacant units will be available at NSI, Kanpur on payment of Rs. 500/- each shops. The bid form can also be downloaded from the website www.nsi.gov.in. However, downloaded bid form will be valid only if accompanied with Cost of Bid form as mentioned above, through Demand draft payable to Director, National Sugar Institute, Kanpur.

- (iv) The bid form along with terms & conditions duly signed and completed by the requisite Earnest Money **(in the shape of Demand Draft in favour of Director, National Sugar Institute, Kanpur)** should be deposited alongwith Technical Bids. The Bid (s) is/ are to be submitted on or before 01:00 pm on 26.04.2018. The Bids will be opened on the same day at 03:00 PM onwards.
- (v) The Financial Bids, submitted separately in sealed cover, shall be opened only after short-listing of the technically qualified firms.
- (vi) Incomplete Bid Forms or having cuttings/overwriting will not be entertained and are liable to be rejected. Use of Correction Fluid is also not permitted. In case of any dispute, the decision of Director, NSI, the competent authority shall be final and binding.
- (vii) The allotment shall be made purely on "AS IS WHERE IS BASIS" and no representation shall be entertained in this regard.
- (viii) The shops shall be awarded to the highest quoting firm. **The quotation must be 'in the multiples of hundred' which must be equal to or above minimum rent mentioned in 'Open Bid Notice'.**
- (ix) **In case of tie between quoted rates** for a particular type/category of shop(s), the decision will be taken by the management on merits, previous experience, financial background on the basis of IT returns of previous 3 years etc. The decision of the NSI Management shall be final and binding.

ELIGIBILITY FOR ALLOTMENT:

- (a) The applicant should not be less than 18 years of age and must be Indian Citizen.
- (b) Payment of prescribed Tender Fee/ Earnest Money in the shape of Demand Draft as mentioned above must be submitted.
- (c) If the applicant is an individual, then he/she should not have any property on lease/licence or owned either in the name of his/her spouse or any of the dependent unmarried children at the time of Bid for the same.
- (d) The applicant should not be of unsound mind.
- (e) The applicant should not be declared insolvent.

(f) The applicant applying for allotment of shops will have to furnish the required affidavit of non-owning of any shop. However, Govt. Departments/Agencies like Kendriya Bhandar or any other such government (co-operative) agencies can apply for allotment of any number of units.

(g) The applicant should not be defaulter of Municipal dues of Kanpur Municipal Authority/any other authority.

(h) The applicant shall have to enclose the attested photocopy of Voter Identity Card/Driving License/Passport or Bank Statement in original in support of residential proof with the Bid form.

(i) The Bidder applying for allotment of vacant units should be PAN Holder.

(j) Separate bid form will have to be submitted for each category of shops alongwith requisite fees/earnest money.

(k) The bidder will not have any right if offer at or above the reserve rent price is not accepted by Licensor i.e. NSI, KANPUR.

EVALUATION CRITERIA FOR LICENSING OF SHOPS ON LEASE RENT FOR THREE YEARS.

1. The shops will be allotted/licensed to highest quoting bidders amongst the respective category of shop(s). The evaluation will be done within respective category i.e. for example, if evaluation is for grocery shop, then only grocery shop bidders will be considered and no other category bidder will be considered.
2. If within a particular category of shop, sub category exists i.e. for example, Medical or tailoring, the evaluation will be done firstly for medical shop and the highest quoting bidders amongst medical shops would be allotted the shop. Further only in the event of bid for Medical Shop becoming in-fructuous, the shop would be allotted, after similar evaluation, to the bidders of tailoring in the sub category.
3. Govt. Departments/Agencies like Kendriya Bhandar or any other such government (co-operative) agency would be given preference over and above individual bidders. In the event of bidders from these agencies, firstly the evaluation of their bids would be completed and only in the event of their bid becoming in-fructuous, the shop would be considered for allotment to other bidders.
4. NSI reserves the right to consider and invoke any other criteria for evaluation. The decision of management of NSI would be final in this regard.

TERMS AND CONDITIONS OF ALLOTMENT

1. That the NSI, Kanpur reserves the right to allot the premises to any person/persons, as it may consider fit and to reject any or all the Bids/applications without assigning any reason.
2. The licence shall be for a period of 3 financial years with enhancement of licence fee every financial year as per policy of the management of NSI, Kanpur from time to time in the first instance and thereafter, it shall be the entire discretion of the licensor to renew or not to renew the period of licence. In case it is decided by the licensor that the licence be renewed, it shall be renewed decision of management of NSI, KANPUR and before its renewal, the licensee/licensees is /are required to obtain NOC/clearance of the dues from the respective department of the licensor for a further period as decided by the licensor from the day following the date on which terms of the licence expires at a licence fee calculated at the rate of licence fee payable the present licence plus its renewal charges as decided by the licensor or by the percentage as applicable under the policy of the NSI, Kanpur for time being in force as monthly in licence fee of the renewed licence provided the licensees exercise his/her/their option for renewal of licence present licence and the licensees complete all the required formalities for renewal of licence within the stipulated period of 60 days. In case the option for renewal is not so exercised and the formalities are not completed within stipulated period to the satisfaction of the licensor it shall be presumed that the licensees' is not interested in not interested in further renewal of his/her/their licence beyond the date of expiry of term of the present licence and in the event of the licensees/licensee not surrendering the vacant possession of the premises within the stipulated period under this deed, the licensees/licensee shall render himself/herself/them selves liable for action for eviction and recovery of damages under public premises (Eviction of Unauthorized Occupants) Act, 1971.
3. That the licensee shall offer monthly licence fee + electricity charges + Water Charges + any other charges as intimated from time to time for the Shop in the premises on "**As is where is basis**" per month, which will be for a period of 3 financial years subject to enhancement of licence fee every financial year as per policy/decision of the management of NSI from time to time. The licensee shall be liable to payment of difference of licence fee, security etc., if any, on the revision of license fee.
4. That the licensee/licensees shall complete the usual formalities within 15 days of the receipt of offer letter.
The licensee shall furnish three copies of his/her latest photographs in passport size duly signed by the licensee/licensees and attested by the Gazetted officer or 1st Class Magistrate. He/She/They will also be required to produce attested photocopy of Voter Identity Card issued by the Election Commission or any other proof of identity like aadhaar etc.
5. Each bidder shall attach the bid application alongwith Earnest Money in the shape of Demand Draft in favour of Director, NSI, Kanpur. The Earnest Money so deposited by a Bidder(s), whose bid is not accepted, shall be refunded/returned after the management has taken a decision regarding acceptance/rejection of the bid.
6. That the licensee on receipt of acceptance of the offer shall be required to deposit Rs. 10,000/- (Rupees Ten thousand only) as Performance Security in the form of Performance Bank Guarantee issued from any Nationalised Bank/Demand Draft payable to Director, NSI, Kanpur. No interest will be payable on this deposit. The Earnest money deposited by the Bidder/Applicant shall be adjusted in the security referred to above.
7. That the liability for payment of licence fee would commence from the 10th day of issue of allotment letter or actual taking over of possession, whichever is earlier. The licence fee will

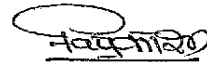
- become payable from the said date irrespective of the date of actual taking over of occupation of the premises/space and the request of the licensee(s) to defer the date of commencement of licence fee/security deposit/EMD will not be entertained for any reason whatsoever.
8. The licence fee shall be paid in advance on or before the 7th of each calendar month.
 9. That in the event of expiry of the allotment period or cancellations of the licence, the licensor shall have right to disconnect the electric and water connection without further reference. The licensee/licensees is/are also required to obtain the health licence from the Health Department if the public premises is allotted for such a licensable trade.
 10. It is expressly understood and agreed that the Premises is being let out only for the commercial use as specified in the offer letter.
 11. The Premises which is being let out comprises only basic electricity points with board and switches. The Shop also has shutter installed with locking facility. The Allottee/Licence shall make his own arrangements for other facilities, if required.
 12. The Allottee/Licence shall not sublet or otherwise part with the possession of the Premises to any other person.
 13. The Allottee shall continue to maintain the Premises in good condition and carry out all the day-to-day repairs as may be necessary and shall, upon expiry of the lease, hand over and vacant possession of the Premises immediately and peacefully to the Management of NSI in the same condition in which it was let out.
 14. The Allottee/Licence shall not make any additions, alterations and any other constructions in the said premises without prior written permission of Management of NSI.
 15. The Allottee/Licence shall use the Premises strictly in accordance with the laws, regulations and rules of Government Authorities or any other local or competent authority and shall indemnify the NSI, Kanpur for any breach thereof in this regard.
 16. The Allottee/Licence will bear all applicable taxes including such municipal taxes, as may be applicable.
 17. The Allottee/Licence will pay the Maintenance Charges payable from time to time and will be intimated separately, as and when required.
 18. The Allottee/Licence shall pay for the electricity and water consumed during the period of this Lease, according to the Bills received, to the Management of NSI. The Allottee shall had, at the time of the commencement of this Lease, noted the Electricity Meter Reading. The Allottee/Licence shall be responsible for the payment of all charges incurred with regard to consumption of electricity from the aforesaid meter reading onwards until such time that the vacant and peaceful possession of the said Premises is handed over back to the Management of NSI, as per the terms agreed between the Parties.
 19. The Allottee/Licence shall either get installed commercial electricity meter in the allotted premises or the Institute will get installed a Electricity sub-meter in the premises and the charges will be calculated in the following manner:

"The Institute has an existing electricity connection from KESCO and receives a consolidated bill for electricity consumed within NSI Premises. To calculate the per unit rate applicable on shops, the gross amount per bill informed by KESCO will be divided by the Total No. of Units consumed during the period. The rates thus arrived will be taken as 'Net Rate Applicable'.

This 'Net Rate Applicable' will be multiplied with the units consumed by the shop.

In case the current/latest bill/rates are not available, the 'Net Rate Applicable' for the previous period will be taken for calculation and difference from actual rates would be adjusted against the immediate future bills".

20. The water charges would be levied @ Rs. 100/- per month. It may be noted that there will be common water facility for the Complex and specific request for such facility within the shop can be considered, but decision to provide the same or otherwise will be taken by the Management of NSI and the same shall be final and binding.
21. NSI reserves the right to revise the rates of lease rent/electricity charges/water charges from time to time.
22. The Allottee/Licence agrees that upon expiry of the lease, it shall hand over vacant and peaceful possession of the Premises to the management of NSI and the management of NSI shall have the right to vacant and peaceful possession of the said Premises and fittings.
23. The Allottee/Licence agrees that breach of any terms and conditions of this Agreement by them will lead to the termination of the lease.
24. The management of NSI shall have the right for inspection of the allotted premises as and when required.
25. In case of any discrepancy in the above, the decision of the management of NSI shall be final.



Administrative-cum-Purchase and Sales Officer