STOCK HOLDING CORPORATION OF INDIA LIMITED
REGIONAL OFFICE,
4th Floor, NIC Building,
8 India Exchange Place,
Kolkata - 700001

GENERAL INFORMATION

Stock Holding Corporation of India Limited desires to take premises on long term lease for office premises **SILCHAR TOWN ASSAM.** Interested owners having an area approx. measuring **400 to 500 sq. ft.** respectively preferably on the ground floor with adequate parking space respectively may apply in the prescribed Application form. The completed applications are to be sent to the Regional Manager, 4th Floor, NIC Building, 8 India Exchange Place, Kolkata - 700001 at the aforesaid address by dated 31-Oct-2022, time 4.30 p.m.

Tenders shall be in two bid system i.e. Technical Bid (Cover-A) and Financial Bid (Cover-B). Cover-A should contain the Application form along with relevant papers. The Cover – B will contain only the Price Bid. Both the covers should be put in another cover super scribing offer for "**PREMISES REQUIRED ON LONG TERM LEASE AT SILCHAR ASSAM**". From the offers received, Cover- A will be opened first and assessment for Technical eligibility will be done. Price bids (Cover-B) of only those bidders will be opened, who will qualify in Technical Bid.

Application received after stipulated time, will not be considered and StockHolding will not be responsible for non-receipt or late receipt of any application sent by post/courier service. StockHolding reserves the right to accept or reject any or all offer(s) without assigning any reason whatsoever.

The Technical Bids will be opened on 31-Oct-2022 at the above office of Stockholding by the Internal Committee in presence of the owners / Power of Attorney Holders or their authorized representatives only. Offers from brokers will not be entertained.

Separate tender documents are to be submitted for each proposal. The Technical bid (Cover-A) should contain the Application form and all the documents offered like certified true copies of documents / credentials like clear title, (Name of the region) Development Authority approved layout plan, NOC from the authorities, Occupation Certificate. The Price Bid (Cover-B) should be in a separate sealed cover superscribed with the legend "**PREMISES REQUIRED ON LONG TERM LEASE AT SILCHAR ASSAM**". It should reach the undersigned by 4.30 p.m. on dated 31-Oct-2022, at the address mentioned above.

The Internal Committee shall screen the Technical Bids received with reference to the parameters given in the advertisement and shortlist the Technical Bids that are prima facie suitable for the Stockholding's requirements. The proposed shortlisted premises shall be inspected by the Premises Selection Committee and the offers made by the tenderers shall be evaluated strictly on the merits.

After evaluating all Technical Bids, the Price Bids containing the cost of the qualified

Technical Bids of tenderers shall be opened by theInternal Committee and authorized representatives on a scheduled date and time which will be intimated to them well in time. **70%** weightage will be given for Technical bids and **30%** weightage will be given for Financial Bids.

StockHolding reserves the right to reject any or all of the tenders without assigning any reason thereof. Canvassing in any form will disqualify the tenderers. No brokerage will be payable.

The prices offered by the owners/power of Attorney holders for the selected premises shall be subject to negotiations.

General Conditions:

The offer should be valid for three months from the date of submission of the offer.

The building should have clear marketable title. The copy of the document along with the other relevant papers and a copy of the latest Revenue Tax paid must be enclosed in the Cover-A, this will be subject to legal vetting.

The copy of the approved plan for the building should be enclosed in Cover-A.

Any modifications as per the requirements of StockHolding will be taken up by the landlord/landlady at their own cost.

No Objection Certificate:

No Objection Certificate or necessary approval should be obtained from the local Municipality / Fire Safety Dept. / (Respective region's) Development Authority for leasing and occupying the premises on commercial basis.

Clearance of all Taxes:

Clearance Certificate of all statutory obligations should be available for leasing of the premises. The municipality/Corporation taxes, Maintenance charges and all other taxes/charges/levies for the building have to be borne by the landlord/landlady.

Occupation Certificate:

The occupation certificate of the premises from the local municipality should be available for leasing of the premises.

Other Terms & Conditions:

StockHolding shall start paying the rent from the date of taking of possession from the landlord/landlady. Joint measurements of the premises will be taken based on carpet area.

Service Charges:

Charges shall be borne by the landlord/landlady. However, while renewing the lease, the increase service charges, if any, shall be taken into account for the purpose of fixing the rent.

Period of Lease:

The initial period of the lease for the premises shall be 3 (three) years with an option to renew the lease for further period two terms of 3 (three) years each.

Offer to quote the monthly lease rent on per sq.ft. of carpet area shall be inclusive of applicable taxes, other outgoings, maintenance charges, society charges, if any etc.

Rent will be enhanced at 10% of the prevailing rent at the time of renewal of lease after every 3(three) years. The above lease period will be subject to the requirement of branch

De-Hiring of Premises:

In case of lease of multiple units, StockHolding shall be at liberty to surrender / de-hire fully or any part of the premises during the tenure of the lease without payment of any compensation / rent for the unexpired period of the lease for which the Lessor shall not have any objection after serving three month notice. In case of such partial surrender / de-hire of any portion or any area, the rent will be reduced according to the fresh measurement of the rented areas under occupation of the lessee.

Execution of the Document:

Once the building is completed by the landlord/landlady in all respects including obtaining the necessary clearances from the local authorities, the lease deed as per the Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be shared equally between the landlord/landlady and StockHolding.

APPLICATIONS RECEIVED AFTER THE DUE DATE WILL NOT BE ENTERTAINED.