

National Backward Classes Finance and Development Corporation
(Ministry of Social Justice and Empowerment, Government of India)
5th Floor, NCUI Building, 3, Siri Institutional Area,
August Kranti Marg, New Delhi-110016
Ph.: 011-26511027/28, Fax:011-26850086
Web : www.nbcfdc.gov.in E-mail : nbcfdc@del3.vsnl.net.in

NOTICE

Urgently need for Office Space

National Backward Classes Finance and Development Corporation (NBCFDC) is an apex corporation under the aegis of Ministry of Social Justice and Empowerment, GOI. For setting up of its corporate office at Delhi/New Delhi preferably within 15 km from Central Secretariat, Office space admeasuring 8000 Sq ft (+/- 10%) is required on lease rent. Offers are invited from interested bodies, Central and State PSUs, other autonomous bodies, individuals etc., in prescribed format and subject to the Terms and Conditions which can be downloaded from NBCFDC's website www.nbcfdc.gov.in. The sealed Quotations/ Offers shall be submitted to the undersigned latest by 30.11.2015. The instant press release is only informative in nature and interested parties are advised for details please log on the said website.

Sd/-
(Ajit Kumar Samal)
Company secretary
011-26510923

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

National Backward Classes Finance and Development Corporation (NBCFDC) is an apex corporation under the aegis of Ministry of Social Justice and Empowerment, Government of India. NBCFDC 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 members of Backward Classes living below double the poverty line through State Channelising Agencies (SCAs) nominated by respective State Governments/Union Territories.

NBCFDC requires suitable office space on rent/lease basis in Delhi/New Delhi in a readymade approved building/area for setting its office admeasuring 8000 Sq ft (+/- 10%). The building & approach to the building should be accessible to Persons with Disabilities. The terms & conditions may be referred in the enclosed annexure-I. The rent/lease agreement would be executed initially for a period upto 3 (three) years or mutually agreed terms.

Offers are invited from interested bodies, Central and State PSUs, other autonomous bodies, individuals etc., who are legal owners of approved properties for hiring build up space as above. The offers should be neatly typed and submitted in the prescribed format in a sealed envelope super-scribing **“Offer for office space for NBCFDC”** latest by **30th November 2015** at the above mentioned address in person or 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 NBCFDC www.nbcfdc.gov.in

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TERMS & CONDITIONS OF HIRING OF OFFICE SPACE BY NBCFDC

Offers are invited from Government bodies, Central and State PSUs, other autonomous bodies and individuals who are legal owners of approved properties for hiring build up space as above. The offers should be neatly typed and submitted in the prescribed format in a sealed envelope super-scribing **“Offer for office space for NBCFDC”** latest by **30th November 2015** at the above mentioned address in person or by speed post/courier.

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

- A) 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

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

- B)
- Offers are invited individually and/or jointly from legal owners of approved & dispute free properties.
 - Office spaces would be hired only in a approved building located within Delhi/New Delhi.
 - The approaches to building as well as the office space within the building should be accessible to PwDs without any barrier.
 - The rent/lease agreement is required to be executed initially for a period of three years or as mutually agreed.
 - 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).

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- The agreement may be renewed at the discretion of NBCFDC for a further period on mutually agreeable rent amount and terms.
- No security amount or advance rent will be paid by the NBCFDC.
- Payment of all government taxes including Municipal taxes will be the liability of the property owner.
- Payment of maintenance charges to market association, if any, would be liability of the owner.
- Service Tax will be extra as applicable.

C) 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.
- d) Backup power generators (capacity) if any.

D) The conditions that would govern the selection of a space are as follows :

- i) Preference will be accorded to space offered in the close proximity to Central Secretariat Metro Station or located close to (in a radius of 15 km to Central Secretariat Metro Station) or near Metro line.
- ii) For hiring total space of admeasuring 8000 Sq ft (+/- 10%) area, preference of hiring would be as follows :

1st Preference: The required space is available in continuity and on the same terms & conditions.

2nd Preference: If no suitable space as above is available then separate spaces will be hired on same floor.

3rd Preference: If suitable space as above is not available, then space would be hired independently on various floors making a combined total of 8000 Sq ft (+/- 10%).

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

Format for submitting Quotation for office space on rent

A) Details of property

- i) Address of office space
- ii) Building plan approved (Yes/No)
- iii) Floor(s) on which space located
- iv) Carpet area of the offered space
- v) Work stations available/partitions (not mandatory)
- vi) Legal owner of the premises (name)
- vii) Whether previously on rent (Yes/No)
- viii) Approved & available Power (load)
- ix) Separate Electricity, generator & water meters installed or Or to be installed
- x) Nearest metro station from the building/location and distance (approx) to the premises.
- xi) Distance from Central Sectt. Metro Station
- xii) Any condition of offer from owner : No/Yes/Please indicate

B) Rent Details (Excluding Service Tax)

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

C) 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 (self certified).