



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

(Under Administrative Control of Ministry of Commerce & Industry, Govt. of India)

Smeet Bungalows, opposite Shukan Shubh-Labh Apartment, Behind Planet House -2, Off Judges Bungalows Road, Bodakdev, Ahmedabad-380054, Gujarat, INDIA

RETENDER NOTICE FOR HIRING OF COMMERCIAL OFFICE SPACE ON LONG TERM LEASE/RENT BASIS

1. INTRODUCTION:

National Council for Cement and Building Materials (NCB) is an apex body working under the administrative control of Department of Industrial Policy & Promotion, Ministry of Commerce and Industry, Government of India and is devoted to Research, Technology – Development and Transfer, Continuing education and Industrial Services for Cement, Concrete and Construction Sector for over six decades.

Unit Incharge NCB-Ahmedabad on behalf of DG-NCB invites tender for HIRING OF COMMERCIAL OFFICE SPACE ON LONG TERM LEASE/RENT BASIS for branch office of NCB-Ahmedabad Unit at Ahmedabad location.

2. OBJECTIVE:

NCB intends to hire commercial office space which are ready to occupy condition from Individuals/ Firms only under 'Two Bid system' i.e. Technical Bid & Financial Bid as per details given below:

The NCB, Ahmedabad Unit, invites Sealed-Tenders from the interested parties for providing readily built commercial office space consisting of Ground Floor without basement at the following locations in Ahmedabad, having proper approach road, entrance, with adequate parking and toilet facilities for accommodation from 1st May, 2026 for a period of minimum ten (10) years for accommodating the Branch office.

S. No.	Carpet Area required	Location	Remarks
1	12,500 Sq.ft. (approximately) (+/- 10 % carpet area acceptable)	Preferably CTM to Narol Road, Maninagar, Vishala (Inside of Ahmedabad city)	Commercial office space consisting of Ground Floor without basement and located preferably in the main market area at the prime location having main road access availability of all public amenities like Banks, Railway Station/ Bus Stops etc. should be ready for occupation and suitable for use as office premises & with heavy equipment of laboratory
Status of Premises		Free Hold/ Lease Hold with clear marketable title. Age of the building preferably should not be more than 15 years at the time of bid submission end date.	
Usage of the Property		Commercial	

How to Apply: The prospective bidders meeting the above requirements are requested to download the tender through website www.ncbindia.com or contact NCB-Ahmedabad Unit. All details along with technical bid and financial bid documents attached in tender documents. Interested parties should fill tender within stipulated time.

3. DISCLAIMER:

- i. The information contained in this "Request For Proposal" (hereinafter referred to as RFP) document or information provided subsequently to the bidder(s), whether verbally or in documentary form in person or through speed post, by or on behalf of the NCB, is subject to the terms and conditions set out in this RFP document.
- ii. This RFP is not an offer by the NCB, but an invitation to receive responses from the eligible bidders. No contractual obligation on the NCB whatsoever shall arise from the RFP process unless and until a formal Standard Lease Agreement is signed and executed by the duly authorized officer(s)/official(s) of the NCB with the selected bidder.
- iii. The purpose of this RFP is to provide the bidder(s) with information to assist in the preparation of their bid proposals. This RF does not claim to contain all the information each bidder may require. Each bidder should conduct their analysis and should check the accuracy, reliability, and completeness of the information contained in this RFP and, where necessary, obtain independent advice/clarifications. The NCB may in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this RFP.
- iv. The NCB, its employees, and advisors make no representation or warranty and shall have no liability to any person, including any applicant or bidder under any law, statute, rules or regulations or tort, principles of restitution, or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for the participation in this bidding process.
- v. The NCB also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any bidder upon the statements in this RFP.
- vi. The bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information required by the bidding document or to submit a bid not substantially responsive to the bidding document in all respects will be at the bidder's risk and may result in the rejection of the bid.

4. DEFINITIONS:

Regarding this RFP, the following terms shall be interpreted as indicated below:

- i. "Bidder" means a person or a group of persons submitting the bid in response to this RFP and shall include his/their legal heirs, successors, and assignees.
- ii. "Bid" means the written reply or submission of response to this RFP.

- iii. "EMD" means Earnest Money Deposit.
- iv. "Lease Agreement/Agreement" means the standard lease agreement (SLA) entered between the NCB and the successful bidder.
- v. "LOI" means Letter of Intent.
- vi. "RFP" means Request For Proposal.
- vii. "Plinth Area" means the plinth area defined under point 4 of Bureau of Indian Standards IS Number IS 3861 : 2002 - "Method of Measurement of Plinth, Carpet and Rentable Area of Buildings".
- Viii. "Carpet Area" means the carpet area defined under point 5 of Bureau of Indian Standards IS Number IS 3861 : 2002 - "Method of Measurement of Plinth, Carpet and Rentable Area of Buildings".

5. **SCHEDULE OF EVENTS:**

S.No.	Activity	Date and Time
1	Tender Publication	20/01/2026
2	Pre-bid meeting date	27/01/2026 at 2.00 PM
3	Place for pre-bid meeting	Smeet Bunglows, Opposite :- Shukan Shubh-Labh Apartment, Behind Planet House -2, Off Judges Bunglows Road, Bodakdev, Ahmedabad-380054, Gujarat, India
4	Response to clarification sought	27/01/2026 by 3.00 PM
5	Bid submission start date	28/01/2026 at 3.00 PM
6	Bid submission end date	10/02/2026 at 5.00 PM
7	Opening bids of technical	02:00 pm on 11/02/2026 (Authorized representatives of bidders may be present during the opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the bidders' representatives. If required, the Committee shall visit the commercial office space for physical verification)

8	Opening of Financial bids	11/02/2026 OR on a subsequent day which will be communicated to such bidders who qualify in the Technical Evaluation. (Authorized representatives of bidders may be present during the opening of the Financial Bids. However, Financial Bids would be opened even in the absence of any or all of the bidders' representatives)
9	Place of opening tender offers	Smeet Bungalows, Opposite:- Shukan Shubh-Labh Apartment, Behind Planet House -2, Off Judges Bungalows Road, Bodakdev, Ahmedabad-380054, Gujarat, India
10	Communication address of NCB Ahmedabad	Smeet Bungalows, Opposite :- Shukan Shubh-Labh Apartment, Behind Planet House -2, Off Judges Bungalows Road, Bodakdev, Ahmedabad-380054, Gujarat, India
11	Contact - telephone & Email ID	Phone: 079-40305841; email- brcncb@rediffmail.com

Interested bidders may view and download the tender document containing the detailed terms and conditions from the website www.ncbindia.com

5.1. ELIGIBILITY CRITERIA AND TECHNICAL PARAMETERS FOR SELECTION:

Bid is open to all bidders who meet the conditions for selection as given in the tender document. The bidder has to submit the documents substantiating eligibility criteria as mentioned in this RFP document.

6. RIGHT TO REJECT/ACCEPT/CANCEL THE BID:

The NCB reserves the right to accept or reject any bid in part or in full or to cancel the bidding process and reject all bids at any time before the service of the Letter of Intent to the successful bidder, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the NCB's action.

7. COST OF BID DOCUMENT: Free.

8. CLARIFICATION AND AMENDMENTS ON THE RFP PRE-BID MEETING:

- i. Bidder requiring any clarification of the bidding document may notify the NCB in writing, strictly as per the format given in Annexure-III of this document at the address, in person or by speed post or e-mail within the date & time mentioned in the Schedule of Events.
- ii. A pre-bid meeting will be held on the date and time specified in the Schedule of Events which may be attended by the bidders or their authorized representatives interested in responding to this RFP.
- iii. The queries received (without identifying the source of the query) and the response of the NCB thereof will be posted on the NCB's website www.ncbindia.com or conveyed to the bidders, wherever deemed necessary.

- iv. The NCB reserves the right to amend, rescind or reissue the RFP, at any time before the deadline for submission of Bids. NCB, for any reason, whether on its initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document, by amendment which will be made available to the bidders by way of corrigendum/addendum. The interested parties/bidders are advised to check the NCB website www.ncbindia.com regularly, till the date of submission of the bid document specified in the schedule of events and ensure that clarifications/amendments issued by the NCB, if any, have been taken into consideration before submitting the bid. Such amendments/clarifications, if any, issued by the NCB will be binding on the participating bidders. The NCB will not take any responsibility for any such omissions by the bidder. The NCB, at its discretion, may extend the deadline for submission of bids to allow prospective bidders a reasonable time to prepare the bid for taking the amendment into account.
- v. No request for change in financial/technical/legal terms and conditions will be entertained and the queries in this regard, therefore, will not be entertained.
- vi. Queries received after the scheduled date and time will not be responded to/acted upon.

9. CONTENTS OF THE BIDDING DOCUMENT:

- i. The bidder must thoroughly study/analyse and properly understand the contents of this RFP document its meaning, and the impact of the information contained therein.
- ii. Failure to furnish all information required in the bidding document or submission of a bid not responsive to the bidding documents or putting conditional aspects of any nature will be at the bidder's risk and responsibility, and the same may finally result in the rejection of the bid. The NCB has put considerable effort into ensuring that accurate information is contained in this RFP and is supplied solely as guidelines for Bidders.
- iii. Nothing in this RFP or any addenda is intended to relieve the bidders from forming their own opinions and conclusions regarding the matters contained in the RFP and its addenda, if any.
- iv. The bid prepared by the bidder, as well as all correspondences and documents relating to the Bid, exchanged by the Bidder and the NCB and supporting documents and printed literature shall be submitted in English.
- v. The information provided by the bidders in response to this RFP will become the property of the NCB and will not be returned. Incomplete information in the bid document may lead to a non-consideration of the proposal.

10. PROCEDURE FOR SUBMISSION OF TENDER:

- i. The offers are invited under two bid system. The two bid system shall comprise (a) the first envelope with duly filled technical information as per Annexure-I and (b) the second envelope containing financial information including expected rent and maintenance and other miscellaneous charges if applicable (as per Annexure-II).
- ii. Both the bids (technical and financial) duly signed by the owner or his authorized signatory should be sealed in two separate envelopes as described below:
 - (a) Envelope 1, superscribed in bold letters 'TECHNICAL BID FOR HIRING COMMERCIAL OFFICE SPACE ON LONG TERM LEASE/RENT BASIS', containing the Technical Bid

(Annexure-I) duly completed with all relevant documents.

- (b) Envelope 2, superscribed in bold letters 'FINANCIAL BID FOR HIRING COMMERCIAL OFFICE SPACE ON LONG TERM LEASE/RENT BASIS', containing the Financial Bid (Annexure-II) duly completed with all the relevant documents.

- iii. The above-mentioned two envelopes (Envelope 1 & Envelop 2) should be sealed in a single cover, Envelope 3, superscribed in bold letters 'TECHNICAL & FINANCIAL BIDS FOR HIRING COMMERCIAL OFFICE SPACE ON LONG TERM LEASE/RENT BASIS' and addressed to " National Council for Cement and Building Materials, Smeet Bungalows, opposite :- Shukan Shubh-Labh Apartment, Behind Planet House-2, Off Judges Bungalows Road, Bodakdev, Ahmedabad-380054, Gujarat, India" and must reach on or before the closing time and date indicated as per the 'Schedule of Events'.

NOTE: Tenders not submitted as per the above procedure of the Two Bid System, as explained above, will be summarily rejected.

- iv. The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the bidder or the authorized signatory of the bidder in token of the bidder's acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- v. Only those technical bids that satisfy all the qualification criteria mentioned in **para 11** of the RFP shall be considered for Financial Evaluation.
- vi. For any pre-bid queries, the prospective bidders may contact NCB Ahmedabad.
- vii. Queries, if any, raised by the NCB, after the opening of Technical Bids, should be answered by the prescribed date. In case of no reply, the bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.
- viii. Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.
- ix. The governing language shall be English.

TECHNICAL EVALUATION

11. QUALIFICATION CRITERIA:

Technical Bids will be evaluated for the following qualification criteria:

i	12,500.00 sq. ft. of carpet area (plus/minus 10 percent of carpet area allowed) consisting of Ground Floor without basement
ii	24-hour availability of Electricity and Water Supply
iii	Electrical fixtures (lights, fans, etc.) installed.
iv	An appropriate provision for the lift(s) – If applicable
v	Provision for parking area within building premises, as per the Local Authority rules in Ahmedabad, with at least 30 sq. mtr. space to park four wheelers and 7.5 sq. mtr. space to park two wheelers at any time of the day.
vi	Machine/Equipment weighing upto 3.0 Ton (approx.) may be installed in the building <u>at the Ground Floor only</u>
vii	The office space should have at least two toilets.
viii	The age of the building should not be more than 15 years at the time of bid submission end date.
ix	The building, along with all the floors / areas offered, should be universally accessible as per the provisions of the Rights of Persons with Disabilities Act, 2016
x	Fire Clearance from local administration (Municipal Corporation of Ahmedabad) at the time of bid.
xi	Availability of approved plan / drawings of the building.
xii	Availability of relevant certificates from the Ahmedabad Municipal Corporation and/or other Authorities for Commercial or dual-use of the property (as specified in Sr. No. 12).
xiii	The offered property/building should be free from all encumbrances, claims and litigations.

Only those bidders who qualify the **above Qualification criteria** will be considered for further Financial Evaluation.

12. INFORMATION ON TECHNICAL AND FINANCIAL BIDS:

- i. The Technical Bid should be filed in Annexure-I of this RFP document along with all relevant documents which are as follows:
 - a) Copy of the PAN of the original owner(s) of the premises
 - b) Proof that the applicant is the original owner or lease holder or power of attorney holder.
 - c) Title clearance certificate for the property, structural stability certificate from AMC, valid lift license and valid fire NOC.
 - d) Certificate of authorized signatory, if the owner is a Company, firm, Society, etc.
 - e) An affidavit swearing that the space offered is free from any encumbrances, liabilities, or pending litigation concerning its ownership, leasing, or rental, and that no payments are outstanding or owed to any authority, court, or other entity.
 - f) No Objection Certificate/Clearance Certificate from relevant Central/State Government and Municipal Authorities, including the Fire Department, for commercial use.
 - g) Undertaking from the owner indicating the period and time when the commercial office space could be made available for occupation after signing the agreement.
 - i) Any other documents/submissions in support of claims made in Annexure I.
- ii. The Financial Bid (to be submitted separately from the Technical Bid) should be filled in Annexure-II of this RFP document.

13. PROCEDURE FOR OPENING OF TENDER:

- i. The Technical Bids shall be opened on 02:00 pm on 11/02/2026 PM at NCB Ahmedabad.
- ii. While opening the tenders, the envelopes containing Technical Bids shall be opened first. The Technical bid will be evaluated by an Evaluation Committee set up by NCB. The Evaluation Committee may visit the commercial office space offered by bidders to ascertain the suitability of the location/space and other facilities/utilities available. The Evaluation Committee will open the Financial Bids of the qualifying bidders after the evaluation of the Technical Bids. The date, time and place for opening of financial bids would be informed to the qualifying bidders by e-mail or speed post.

14. BID EVALUATION:

The rates quoted by the bidders computed as per Annexure II, shall be considered and the bid shall be awarded to the lowest bidder (L1).

15. PAYMENT OF RENT:

Payments shall be made by the NCB-Ahmedabad on a monthly basis against pre-received bills as per the standard lease agreement to be executed between the NCB and the owner(s) or his/her/their legal representative.

16. ARBITRATION:

Any dispute, controversy, or claims arising out of or relating to this RFP, its validity, breach, or termination thereof, shall be settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996.

17. NOTE FOR BIDDERS:

- i. The Owner will allow changes/alteration/modification for the establishment of laboratory and for smooth operation of NCB office premises.
- ii. All disputes will be subject to adjudication by the High Court of Gujarat.
- iii. The Department will not pay any brokerage for the property offered.
- iv. The initial lease will be for a period of minimum ten (10) years and may be renewed further for years at a time.
- v. Lease will be formalized in the proforma of Standard Lease Agreement as per Central Government Rules.
- vi. 5% increase in monthly rent per year shall be applicable.
- vii. Renew of lease agreement shall be done after 05 (five) years.

- viii. Minimum 6 months advance notice shall be given by the Owner to NCB for eviction.
- ix. Property Tax shall be paid by the owner of property.
- x. Care should be taken that the Technical Bid shall not contain any price information. Such a proposal, if received, will be rejected.
- xi. The bid document shall be complete in accordance with various clauses of the RFP document, duly signed by the authorized representative of the bidder and stamped with the official stamp of the bidder. The board resolution authorizing a representative, in the case of a company, to bid and make commitments on behalf of the Bidder is to be attached.
- xii. Prices quoted by the bidder shall remain fixed for the period specified in the RFP and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- xiii. If deemed necessary, NCB may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted.
- xiv. The bidder may also be asked to give a presentation for the purpose of clarification of the bid.
- xv. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract.
- xvi. The NCB reserves the right to reject bids not conforming to the above.
- xvii. The property offered should be free from all the Govt. dues including property tax, electricity, telephone, water bills, etc.
- xviii. The owner/bidder should be willing to undertake basic maintenance in terms of painting, white-washing, etc. before the occupation by NCB, if required, at his/their cost.
- xix. During the renewal of Lease Agreement after every 05 (five) years, Owner will undertake basic maintenance like Painting, White Washing, Water Proofing etc. at his/own cost.
- xx. Owner will carry out Major Repairs/Replace like Water Proofing, Changing Sanitaryware, Motor Pump, Overhead Tank if required. Minor Repairs will be carried out by NCB.

18. DEADLINE FOR SUBMISSION OF BIDS:

- i. Bids must be received by the NCB at the address specified and by the date and time mentioned in the 'Schedule of Events'.
- ii. In the event of the specified date for submission of bids being declared a holiday for the NCB, the bids will be received up to the appointed time on the next working day.

- iii. In case the NCB extends the scheduled date of submission of the bid document, the bids shall be submitted by the time and date rescheduled. All rights and obligations of the NCB and bidders will remain the same.
- iv. Any Bid received after the deadline for submission of Bids prescribed, will be rejected.

19. MODIFICATION AND WITHDRAWAL OF BIDS:

The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bid, is received by the NCB before the deadline prescribed for submission of Bid. No modification/withdrawal in the Bid shall be allowed after the deadline for submission of Bids.

20. PERIOD OF VALIDITY OF BIDS:

- i. Bids shall remain valid for 365 days from the last date of submission of bids. A bid valid for a shorter period is liable to be rejected by the NCB as nonresponsive.
- ii. The NCB reserves the right to call for fresh quotes at any time during the validity period, if considered, necessary.

21. TENDER INVITING AUTHORITY:

Unit In-charge NCB Ahmedabad on behalf of DG-NCB.

22. ID INTEGRITY:

The wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the NCB may take. All the submissions, including any accompanying documents, will become the property of NCB.

23. AWARD CRITERIA:

- i. The NCB will notify the acceptance by LOI (Letter of Intent) to the successful bidder. The Selected bidder has to return the duplicate copy of the same (duly accepted, stamped and signed) within 7 working days from the receipt of the LOI as a token of acceptance. The successful/selected bidder shall NOT withdraw the offer once the LOI is issued to the bidder by the NCB.
- ii. The NCB reserves the right to stipulate, at the time of finalization of the contract, any other document(s) to be enclosed as a part of the final contract.

24. INDEMNITY:

The Bidder shall indemnify the NCB and shall always keep indemnified and hold the NCB, its employees, personnel, officers, directors (hereinafter collectively referred to as "Personnel") harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorney's fees) relating to, resulting directly or indirectly from or in any way arising out of any claim, suit or proceeding brought against the NCB as a result of NCB's authorized / bonafide use of the Deliverables and / or the Services provided by Bidder under this RFP.

The indemnities under this clause are in addition to and without prejudice to the indemnities given elsewhere in this agreement and the provisions of this clause shall survive the termination of the RFP and subsequent Agreement.

25. TERMINATION:

The NCB shall have the option to terminate/cancel this RFP at any stage without any prior notice. It is clarified that the bidder shall not terminate the subsequent Agreement for convenience.

26. FRAUD & CORRUPT PRACTICES:

- i. The Bidder and their respective officers, employees, agents, and advisors shall observe the highest standard of ethics during the Bidding Process.
- ii. Notwithstanding anything to the contrary contained herein, the NCB shall reject an application without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt! fraudulent! Coercive / undesirable or restrictive practices during the Bidding Process.
- iii. If a Bidder is found by the NCB to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the Bidding Process, such Bidder shall not be eligible to participate in any RFP issued by the NCB during a period of 5 (five) years from the date if such Bidder is found by the NCB to have directly or indirectly or through an agent, engaged or indulged in any corrupt! fraudulent! Coercive / undesirable or restrictive practices, as the case may be.
- iv. For the purposes of this Clause, the following terms shall have the meaning hereinafter, respectively assigned to them:
 - a. "corrupt practice" means (a) the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the NCB who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Letter of Authority or has dealt with matters concerning the concession agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the NCB, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (b) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the letter of authority or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the project or the letter of authority or the Agreement, who at any time has been or is a legal, financial or technical adviser of the NCB in relation to any matter concerning the Project;
 - b. "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process.
 - c. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;
 - d. "Undesirable practice" means (a) establishing contact with any person connected with or employed or engaged by the NCB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (b) having a Conflict of Interest; and
 - e. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

Unit In-charge
NCB-Ahmedabad

ANNEXURE-I

TECHNICAL BID

(Attach extra sheets, if required, which should also be signed)

S. No.	Particulars	Details (Please State Yes/No, giving relevant details wherever required. In case a question demands two or more details, please furnish all of them in the correct sequence)
1	Name of the person/party submitting the bid; Permanent Account No. (PAN); whether assessed to tax and if so, particulars thereof. (hereinafter referred to as the bidder)	
2	Status of the bidder [Individual / Partnership Firm / Company / Society / Any other (Specify)]	
3	Name of the person/party holding title to the property (both land and superstructure) Permanent Account No. (PAN), whether assessed to tax and if so, particulars thereof (hereinafter referred to as owner)	
4	Status of the owner (Individual / Partnership Firm / Company / Society / Any other (Specify))	
5	Whether the bidder is himself the owner of the building/property offered on rent or Power of Attorney holder/ duly authorized signatory of the owner	
6	Contact details of the bidder	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. With STD code, including Mobile Number	
6.4	Correspondence Email address	
7	Contact details of the owner (if different from the bidder)	
7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. With STD code, including Mobile Number	
7.4	Correspondence Email address	
8	Please specify the total carpet area of commercial office space (in sq. ft.) offered in the premises	
8.1	Details of the building/office space offered including the location (Map) of the building. Specify the location of the building [geographical coordinates]	
8.2	Whether the entire offered space is on the same floor in a building. Also, specify the floors being offered for use of the NCB.	
8.3	Whether the offered space consists of Ground Floor without basement (Yes/No). If yes, specify the carpet area of Ground Floor space offered.	
9	Further details relating to the building	
9.1	Whether the building has 24-hour availability of electricity	
9.2	Whether the building has 24-hour availability of water supply	

9.3	Whether the space offered has Electrical fixtures (lights, fans, etc.) installed.	
9.4	Whether there is an appropriate provision for the lift(s) ?	
9.5	Whether there is Provision for parking area within building premises, as per the Local Authority rules in Ahmedabad, with at least 30.0 sq. mtr. space to park four wheelers and 7.5 sq. mtr. space to park two wheelers at any time of the day.	
9.6	Whether Machine/Equipment weighing upto 3.0 Ton (approx.) may be installed in the building.	
9.7	Whether office space have atleast two toilets.	
9.8	Whether there is fire clearance from local administration (Municipal Corporation of Ahmedabad).	
9.9	Whether the building offered has availability of approved plan / drawing	
9.10	Whether the building offered has availability of relevant certificates from the Municipal Corporation of Greater Ahmedabad and / or other Authorities for Commercial use.	
9.11	Whether the proposed property / building is free from all encumbrances, claims, litigations, etc.?	
9.12	Whether the building, along with all the floors / areas offered are universally accessible as per the provisions of the Rights of Persons with Disabilities Act , 2016?	
9.13	Whether the age of the building is less than 15 years at the time of bid submission end date. Year of Construction of the building?	
9.14	Please specify if the building is compliant with earthquake norms.	
9.15	Whether the building has natural light and ventilation?	
9.16	Whether the proposed building/property/commercial office space is physically vacant and Ready to Occupy	
10.0	Any other detail/information which the bidder /owner may wish to furnish.	

Date:

Signature of the owner/bidder/authorized signatory with complete Name, Address, and Contact No.(s) including Mobile No(s). (also indicate the category in which signing, whether on his own behalf or as Power of Attorney / Authorized Signatory of the owner.)

ANNEXURE-II

FINANCIAL BID

Full particulars of the legal owner of the premises:

- a) Name
- b) Address (Office & residence)
- c) Telephone & Mobile No.
- d) E-mail ID
- e) Address of Property offered

Sr. No.	Particulars	Details
1	Total carpet area (in sq. ft.)	
2	Total monthly rent (lump sum) for the 'entire property' offered for rent including carpet / covered area, and any other permanent structure(s) within the complex of the property offered for minimum 15 years. (Rupees in figures and words)	
3	Monthly maintenance Cost (lump sum) for the 'entire property' offered for rent including carpet / covered area, and any other permanent structure(s) within the complex of the property offered (Rupees in figures and words), if applicable	
4	Rate per sq. ft. = $\frac{\text{Sr.No.2} + \text{Sr.No.3}}{\text{Sr. No. 1}}$ (Sr. No.2 plus Sr. No. 3 divided by Sr. No. 1)	

Note:

- a. 5% increase in monthly rent per year shall be applicable.
- b. Quote should exclude all taxes and duties. This shall be the amount payable by NCB monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting, or corrections and should exclude all applicable taxes and duties in case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.
- d. The rates quoted by the bidders shall be considered and the bid shall be awarded to the lowest bidder (L1).
- e. Property Tax shall be paid by the owner of property.

Signature

Name

Designation

Date

ANNEXURE-III

PRE-BID QUERY FORMAT

(To be provided strictly in Excel format)

Bidder Name	S. No.	RFP Page No.	RFP Clause No.	Existing Clause	Query/Suggestions	Bidder Name

(STANDARD LEASE AGREEMENT)

LICENCE AGREEMENT

THIS AGREEMENT is made AT AHMEDABAD on this ____ between ____, Residing at ____ would like to give the property situated at ‘____’, Gujarat (hereinafter now called the “LICENSOR”) which expression shall unless repugnant to the context include his/her heirs, Successors, executors, administrators, legal representatives and assignee) of the ‘ONE PART’ and M/S. NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS, address at : 34 Km stone, Delhi-Mathura Road, Ballabgrah (Haryana) 121004, India (hereinafter called the “LICENSEE”) of the “OTHER PART” That the LICENSOR hereby allows the “LICENSEE” to use the premises located ____ having plot area of ____ and construction area of ____ approximately (hereinafter determined as DEEMED PREMISES).

THIS DEED WITNESSETH AS FOLLOWS:

1. (A) That the LICENSEE shall pay to LICENSOR of the demised premises the license Fee of Rs. ____ per month in advance on or before 9th day of each English Calendar month (subject to deduction of TDS under section 194-1 of Income Tax Act 1961.)
(B) That the said license fee shall be paid without any abetment hereby reserves at the time and the manner aforesaid by RTGS/NEFT/Cheque/Demand Draft Payable at Ahmedabad only.
(C) The LICENSOR shall allow LICENSEE a continuous occupation & use of 10 years initially.
2. **DEPOSIT :**
That the LICENSEE has already paid to LICENSOR two month rent as security deposit i.e. Rs. ____ vide DD no. ____ dated ____ of ____ Bank without interest which will be refunded by the Licensor against vacating the premises and after adjusting the outstanding dues, if any.
3. **OTHER CHARGES :**
That the Licensee shall pay the electricity charges and water charges directly to the authorities towards charges for Municipal Tax/House Tax/Society Tax of the above premises for commercial use.
4. The LICENSEE shall give 90 days clear notice of rectification thereof and only upon LICENSOR’s failure to rectify the breach it shall be deemed to be in default resulting in termination of LEAVE AND LICENSE AGREEMENT.
5. The LEAVE AND LICENSE AGREEMENT is initially granted for a period of 10 years (i.e. 120 months) commencing from the date ____, with an increase in the license fee as given in paragraph 1 above @ 5% every year on the license fee. Thereafter, it may be renewed by mutual consent of both the parties on the same terms and conditions.

6. The LICENSEE shall not transfer or assign the demised premises in part or whole to any body without prior permission in writing from LICENSOR. Transfer or assignment of the premises or any part thereof will automatically result in termination of the LEAVE AND LICENSE AGREEMENT from the date of such transfer or assignment.
7. That the LICENSEE shall carry out necessary additions/alternations to the building layout, small foundation fitting or fixtures without the written consent of the LICENSOR at its own cost. Also but the LICENSEE is hereby authorized to make necessary adjustment/alternation for setting up its laboratories/training courses/office/transit office etc. at its own cost.
8. That the LICENSOR can make this premises into a commercial premises and convert the electric meter to commercial meter as per requirement of the LICENSEE. The LICENSOR shall obtain necessary permission for conversion from residential premises to commercial premises from the concerned authority and shall pay the relevant fees and the LICENSOR shall have no objection whatever.
9. That the LICENSEE shall permit the LICENSOR his/her/their agents etc. to enter upon the deemed premises for inspection and carry out repairs etc as and when necessary.
10. That the LICENSEE shall bear the current day to day minor repairs of occupied floor and minor maintenance of the premises occupied.
11. That the said premises is LICENSED to NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS for office conducting of Training Courses Testing Laboratory and as Transmit office use etc only. Hence the LICENSEE is not permitted to change the use of premises.
12. That the original copy of this agreement will be retained by the LICENSOR.
13. That the LICENSEE shall not by himself or through any body cause or allow to be caused any :
 - (A) Unlawful or illegal activities
 - (B) Activity/activities prejudicial
 - (a) To the peace harmony and tranquility of neighborhood
 - (b) To the general law and order
 - (c) To the public peace etc.
14. It being express intention of both the parties that this is purely a LEAVE AND LICENSE AGREEMENT and nothing herein after contained shall constitute any tenancy or sub tenancy between LICENSOR and the LICENSEE and also further agreed by the LICENSEE that by virtue of this agreement LICENSEE will not claim and have not any independent possession of this premises. The leave and license granted by the licensor under this agreement is neither heritable nor assignable.

15. That the LICENSOR's shall deliver the premises completed in all respects duly repaired and he/she/they also agree that the licensee on paying the licenses fees hereby reserved and performing the conditions contained shall peacefully and quietly posses and enjoy the said premises during the currency of agreement without interruption, disturbance of the licensor's.
16. That the LICENSEE and LICENSOR shall have option to terminate this agreement by giving six months notice in writing to the other party and that license shall stand terminated on breach of any condition mentioned in this agreement without prejudice to their right to realize all arrears of the fees including all the taxes, charges case etc. if payable by the licensee under any law, use or customs.

The Licensor shall give notice of the three month to the said licensee to rectify the breach within the said month and if the same is not rectified this agreement stand terminated automatically.

Upon termination of license agreement by notice of default the licensee shall not continue to occupy the said premises and shall vacate the premises peacefully and in event of licensee does not vacate and / or hand over peaceful possession of the aforesaid license premises to the licensee at the time of termination of leave and license agreement the licensor shall have the right to enter upon the said premises to remove at the cost, risk and expense of the licensee all goods, chattel and thing lying in the licensed premises belonging to the licensee or otherwise whomsoever to any irrevocable power of attorney in favour of the licensor to exercise the aforesaid powers and licensee shall be liable to all such actions in law adjustment available to the licensor.

17. That the licensor shall indemnify and keep the licensee indemnified free from harmless against all losses expenditure and claim incurred or suffered by or made against the licensee person of any lacunae in the licensor's title to the said premises and by or virtue or any suit, proceeding or claim filed or preferred by any bank, financial institution or any agency or association or persons against the licensor.
That the licensee shall also indemnify and keep indemnified the licensor against all such action, suits and proceeding and all costs, charges, expenses, loss and damages which may be taken against or incurred or suffered by the licensor by reason of any breach, default contravention, non observance or nonperformance by the licensee during licensee period and even after handling over possession of the said premises to the licensor or expiration or termination or this agreement.
18. The licensee shall deliver the premises to the licensor in good condition along with all fittings, intact ready to use condition without any damage in any shape and in same condition as accepted at the time of taking the possession of the said premises before the termination of leave and license agreement.

19. In event of completion of term specified for 120 months up to _____ or premature termination of the agreement as the case may be the licensee shall hand over the possession to the licensor in good condition as accepted at the time taking the possession and the licensor shall refund the security deposit as mentioned in clause-2.
20. In the event of there being any dispute and/or difference by and between the parties hereto in respect of the agreement and/or any terms and condition mentioned therein, and/or with regard to any consequences flowing there from, it is conclusively agreed that such dispute / differences shall be resolved amicably and failing that through the process of arbitration as contemplated by the arbitration and conciliation act 1996 and for this purpose the dispute or differences shall be referred to the sole arbitrator nominated mutually by the parties.
21. The legal jurisdiction of this agreement shall be Ahmedabad the agreement shall be subject to Ahmedabad Jurisdiction.
IN WITNESS whereof the LICENSOR AND LICENSEE have here to set their hands in day and year written above.

SIGNED AND DELIVERED BY WITHIN NAME

LICENSOR

IN PRESENCE OF

WITNESS

LICENSEE

IN PRESENCE OF

WITNESS