

**KERALA SHIPPING AND INLAND NAVIGATION CORPORATION LTD**

**(A Government of Kerala Undertaking)**

An ISO 9001:2015 Company

63/3466, Udaya Nagar Road, Gandhi Nagar,

Kochi – 682020

**TENDER NO: 01-01/KSINC/TENDER/2022-23 dated**

**05/08/2022**

**TENDER NOTICE**

KSINC (Kerala Shipping and Inland Navigation Corporation Ltd), a public sector undertaking of Kerala Government. Sealed competitive tenders are invited to lease / rent out 2067 Sq. Ft. ground floor area of KSINC head office building, 63/3466, Udaya Nagar Road, Gandhi Nagar, Ernakulam suitable for commercial spaces like banks, offices, etc. in prescribed form so as to reach at KSINC head office Ernakulam on or before **29.08.2022**.

For details contact 0484 2203614 Email keralashipping@gmail.com

Tender forms can also be downloaded from the website [www.ksinc.in](http://www.ksinc.in)

**Cost of bid document is Rs. 2950/- including GST. The bidder shall remit the tender fee in the form of Demand Draft drawn in favour of KSINC Ltd payable at Ernakulam along with the bid documents. Cost of bid document will not be given back under any circumstances. (Tender fee DD should be submitted in Cover1).**

S/d

Managing Director

## 1.0 PRE-PROPOSAL QUESTIONS

All questions regarding the services specified or the tender terms and conditions will be accepted in written format and will subsequently be answered as an addendum to all interested parties. Questions must be emailed to keralashipping@gmail.com and chiefengineerksinc@gmail.com no later than 4:00PM on 14/07/2022.

## 1.1 TIMELINE

KSINC LTD anticipates the following timeline subject to change if necessary.

TENDER Released	05/08/2022
Pre-proposal Questions Due	24/08/2022, 4.00 PM
Proposals Due	29/08/2022, 4.00 PM
Proposals Opened and Rated	31/08/2022, 3.00 PM
Award Letter Issued/Notification of Vendors	
Lease Agreement Signed	
Tenant (KSINC LTD) Occupancy Established	

## 1.2 FAMILIAL RELATIONSHIPS/POTENTIAL CONFLICT OF INTEREST

All vendors submitting proposals must disclose any familial relationships that exist between the owner and/or key employees of the vendor submitting the proposal and any employee or Board member of KSINC ltd.

## 1.3 PROPOSALS

Each submitted proposal must include the full legal name of the vendor and will be signed by the person(s) legally authorized to bind the vendor to a contract. If proposals are submitted by an agent, satisfactory evidence of the agency authority is required. All proposals and associated materials become the property of KSINC ltd, and all proposals received in response to this tender will be considered public record.

The tender shall be in a two envelopes system. Tender shall be submitted in two separate sealed covers (Cover 1 and Cover 2) as given below, super scribing the Cover No. as " Tender for lease/rent out of ground floor of KSINC head office building", with the address of the accepting authority and address of the bidder clearly written / typed on the cover.

The following information must be included in the proposal to be eligible for evaluation:

- Proposal Cover Sheet
- Familial Disclosure Information
- Exceptions to specifications and additional desired specifications narrative

1.3.1. Cover 1. The cover 1 must contain the following :-

**Note: Cost of bid document is Rs. 2950/- including GST. The bidder shall remit the tender fee in the form of Demand Draft drawn in favour of KSINC Ltd payable at Ernakulam along with the bid documents. Cost of bid document will not be given back under any circumstances**

- (a) General Information regarding the product category including operational experience
- (b) Brief Profile of the company
- (c) EMD of Rs 30,000/- in the form of Demand Draft
- (d) Unconditional Acceptance Letter –
- (e) Annexure II – Details of the bidder
- (f) Copy of Last year's VAT Return/Service tax Registration
- (g) Copy of PAN Card
- (h) Copy Certificate of Incorporation/Partnership deed
- (i) Audited balance sheet for the last 2 financial year
- (j) Documents to prove the 2 year experience in the category of the bidder (Agreement copy/allotment letter and VAT return documents for 2 years with category mentioned)

1.3.2. Cover 2. This cover must contain the following:-

- i. Financial quote in the prescribed Bid form
- ii. The tender document with all pages duly sealed & signed by the bidder.

#### 1.4 RIGHT TO REQUEST ADDITIONAL INFORMATION

Kerala Shipping and Inland Navigation Corporation Ltd reserves the right to request any additional information that might be deemed necessary after the completion of this document.

#### 1.5 RIGHT OF REFUSAL

Kerala Shipping and Inland Navigation Corporation Ltd reserves the right to reject any or all proposals, to accept or reject any or all of the items in a proposal, to waive any informality in the proposals received, and to award the contract in whole or in part if it is deemed in the best interest of KSINC. KSINC LTD reserves the right to negotiate with any bidder after all proposals are reviewed if such action is deemed to be in the best interest of KSINC.

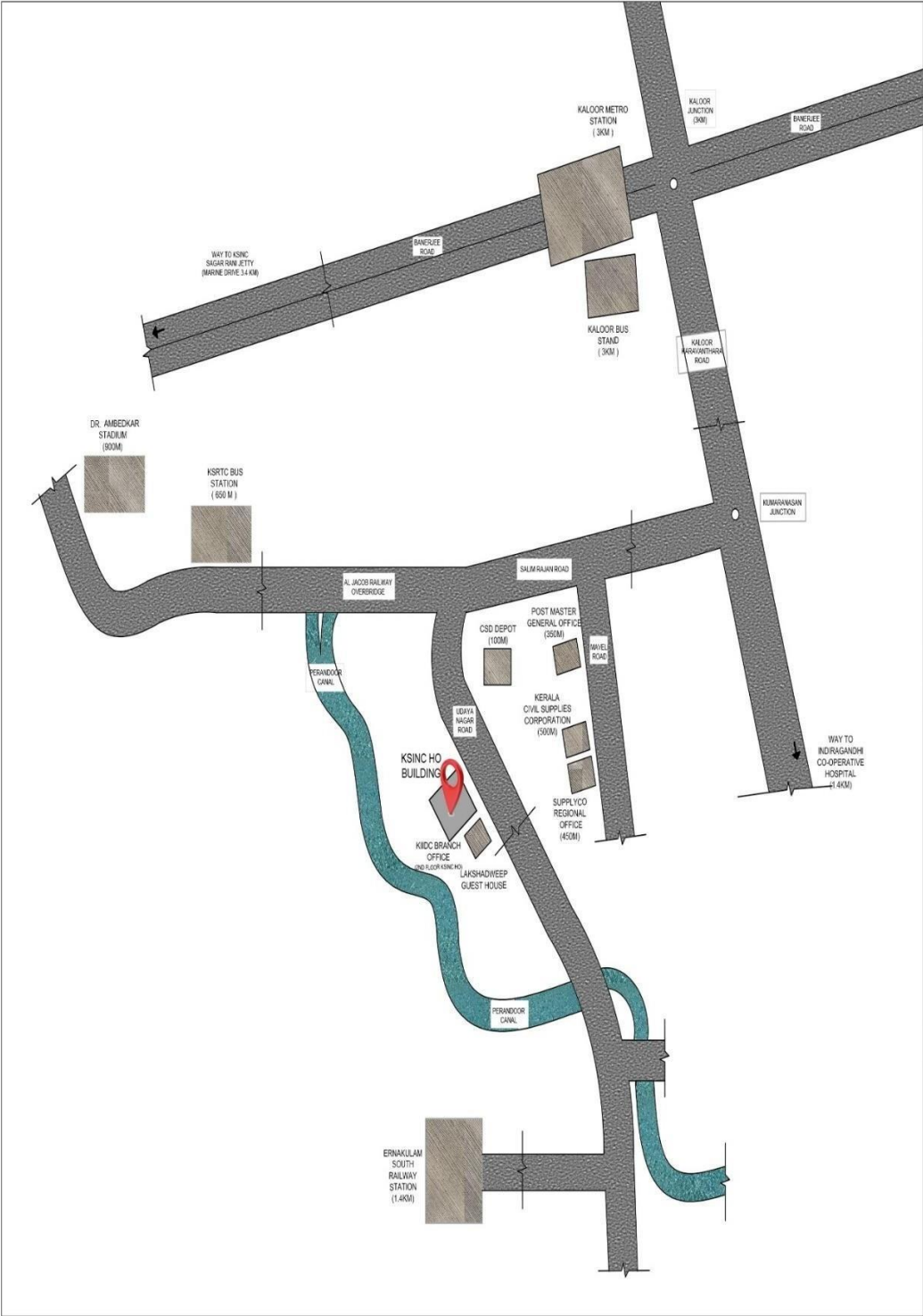
### **Terms and Conditions**

1. The period of lease will be for a period of 60 months initially, which shall be renewed on condition.
2. The agreement shall be registered at the expense of the selected bidder.
3. The minimum rate fixed per square feet per month is Rs. 50/- The quotes received below the rate will not be considered.
3. The lease awarded firm/person has to execute agreement within 10 days on receipt of intimation from KSINC.
4. The lease awarded firm/person has to deposit an amount equivalent to 6 month's rent as security deposit with KSINC which shall be released on termination of lease period if it is then found that there is no liability on tenants' side. No interest will be paid by KSINC for the security amount.
5. The rent shall be paid by the awarded firm/person to KSINC on or before 5<sup>th</sup> of every calendar month in advance. If default is committed by the tenant in making the payment on or before the 5<sup>th</sup> of every calendar month, interest at the rate of 18% from the 5<sup>th</sup> of the month till the date of payment of the amount defaulted shall also be paid by the tenant to KSINC.
6. The tender forms without required EMD will be rejected.
7. The period of lease will commence from the date of executing the agreement and monthly rent applicable shall be paid by the tenant with effect from the same date.
8. The space leased out shall not be transferred or subleased by the tenant.
9. The tenant shall use the premises only for commercial use and not for any other purposes.
10. The tender shall be accompanied by an Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty Thousand only), in the form of Demand Draft favouring "Kerala Shipping and Inland Navigation Corporation Ltd." payable at Ernakulam. The tenders without Earnest Money Deposit shall be summarily rejected.
11. The tenant shall pay the applicable electricity and water charges directly to the concerned authorities according to the meter, installed at the SCHEDULED PREMISES or as billed by the concerned authorities.
12. The tenant shall not carry out any structural additions or alterations to the SCHEDULED PREMISES without the prior consent of the LESSOR. However, the tenant shall at its own cost, be entitled to install such electrical appliances, computers, machineries etc as may be found necessary by it.
13. The tenant shall not violate any rules, regulations, laws and byelaws of the municipal corporation or any local authority having jurisdiction over the SCHEDULED PREMISES.
14. The tenant shall be responsible for the safe custody and proper upkeep of the area allotted during the entire lease period. All repairs and maintenance works required to be done during the lease period shall be attended by the tenant at his cost.
15. The tenant shall vacate the premises on completion of 60 months or as mutually agreed upon and hand over it to KSINC Ltd in its original condition.
16. During the lease period KSINC may take up works of structural improvements, additions etc. The tenant shall render all facilities for carrying out such works without raising any objection.

17. In case the tenant violates any of the conditions prescribed herein, KSINC shall be at liberty to cancel the lease of the area and resume it from the possession of the tenant forfeiting the security deposit.
18. KSINC shall be at liberty to proceed against the tenant in case of default in the payments of any amount due for its realization. Any expenses towards legal or any other charges that may be incurred by KSINC in this account shall be liable to be realized from the security amount or the advance amount collected from the tenant.
19. KSINC will not be responsible for any loss of goods due to theft, burglary or fire from the leased out area.
20. No explosives or unlicensed items of any kind shall be stocked in the leased out area.
21. Firms/Individuals who are facing pending legal action in connection with rent arrear for KSINC head office and evictees are not permitted to participate in the tender process.
22. All decisions taken by the Managing Director or the Board of Directors of KSINC Ltd. shall be binding on the tenant.
23. The tenant at the expiry of the Agreement Period may at its option renew the lease for a further period of 60 months on such terms and conditions as are mutually agreed by the LESSOR and the tenant. Lease rent may be incremented up to a maximum of 8% annually.
24. On the expiry of the lease or on earlier termination of the lease, the tenant shall deliver the vacant possession of the SCHEDULED PREMISES to the LESSOR in good condition subject to natural wear and tear. On the expiry of lease, dismantling of cabin etc. is the responsibility and right of tenant. Expenses on such dismantling shall be deductible from the deposit of tenant if not done by them.
25. The LESSOR shall have free and unobstructed access to the SCHEDULED PREMISES for inspection and to carry out repairs provided the tenant is given at least 24 hours advance notice and a time for such inspection or repairs is fixed and the convenience of the tenant shall be taken into account in this regard.

Interested parties may inspect the site with prior permission of KSINC

LOCATION SKETCH



1. Next to Lakshadweep guest house – 0 Km
2. Kerala Irrigation Infrastructure Development Corporation Limited, Branch office is functioning in the same building, third floor – 0 Km
3. CSD depot – 130 m
4. EV charging station – 350m
5. Near to Postmaster General office- 350 m
6. KSEB office, Gandhi Nagar – 400m
7. Supplyco Regional Office, Ernakulam – 450 m
8. Near to Kerala State Civil Supplies Corporation – 500m
9. Pollution Control board – 500 m
10. Central warehouse – 500m
11. Near to Ernakulam KSRTC bus stand – 650 m
12. Gandhi Nagar Fire station - 850 Km
13. Dr. Ambedkar stadium – 900 m
14. BSNL office, Gandhi Nagar – 1.1 Km
15. Kendriya Vidyalaya School – 1.3 Km
16. Regional sports centre – 1.4 Km.
17. Indira Gandhi hospital – 1.4 Km
18. Nearer to South railway station, Ernakulam – 1.4Km
19. Nearest Metro stations are: 1. Kadavantra – 1.9 Km, 2. Kaloor – 3Km

**FACILITIES AVAILABLE IN THE GROUND FLOOR**



1. Entry door
2. Reception / lobby area - 353sqft
3. Cash counter - 34sqft
4. Locker room - 56sqft
5. A large hall – office space - 1370sqft
6. Store room - 172sqft
7. Pantry/Kitchen area- 102sqft
8. Separate wash area - 36.81sqft
9. Toilets – 3 nos - 134.11sqft
10. Sever room - 56.51sqft
11. Car parking facility – 2 nos - 290sqft



**Tender form for leasing/renting out space at KSINC head office, Ernakulam**

- 1 Name of Firm/Individual :
- 2 Address for communication :
- 3 Contact Details - Phone No. :  
  
Mob. No. :
- 4 D/D/Bankers Cheque No..... dated ..... for Rs. 25000/-
- 5 Amount Quoted Per Sq. Ft. per Month : .....
- 6 Required area per sq. ft :

I/ we hereby agree the terms and conditions specified in the tender notification.

Signature

Name