



**National Highways & Infrastructure Development Corporation Ltd.
(Under Ministry of Road, Transport & Highways)
Government of India**

Name of Work: Notice Inviting Bid for Renting Office Premises of NHIDCL, Site office, under PMU-Siliguri, near Teesta Bazaar in the District of Darjeeling & Kalimpong in the State of West Bengal.

BID DOCUMENT

September 2025

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NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

NOTICE INVITING TENDER

Date: 16.09.2025

Name of work: Notice Inviting Bid for Renting of Office Premises for NHIDCL, Site office, Under PMU Siliguri near Teesta Bazaar in the District of Darjeeling & Kalimpong in the State of West Bengal.

1. Sealed bids are invited under Single Bid System from the intended bidders. NHIDCL requires accommodation on Monthly Rent for National Highways & Infrastructure Development Corporation Limited (NHIDCL), Site Office under Project Monitoring Unit Siliguri for a period of two (02) years near Teesta Bazaar in the district of Darjeeling & Kalimpong, in the state of West Bengal. Last date for the receipt of complete tenders in the office of undersigned will be 08.10.2025 up to 1300 Hours.

Name of work	Min Carpet Area	Cost Of Documents	EMD/Bid Security	Period of Contract
Renting of Office Premises for NHIDCL, Site office under Project Monitoring Unit Siliguri near Teesta Bazaar in the district of Darjeeling & Kalimpong, in the State of West Bengal.	Min 1500 Sq Ft	RS. 500/-	Rs 10,000/-	Two (02) Years

2. Interested Companies/Firms/Agencies/Individual may submit the bid document(s) duly complete with all respect along with Cost of Documents (Non-Refundable) of Rs. 500/- (Rupees Five Hundred Only) and Earnest Money Deposit (EMD) of Rs 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft pledged in favour of **ED(P), RO-Siliguri, NHIDCL** payable at **Siliguri**. The EMD shall be treated as a Security Deposit and will be refunded to the unsuccessful bidders after finalization of the tender. The bid, together with all other requisite documents must be submitted on or before 1300 Hrs by 08.10.2025 in the Office of The Deputy General Manager (P), NHIDCL, **Project Monitoring Unit (PMU) - Siliguri 5th Floor**, Commercial Complex Home Square, Kisturi Warehouse, Salugara, PS Bhaktinagar, Siliguri, District-Jalpaiguri, West-Bengal-734008 Landmark Salugara Monastery. No bid shall be entertained after the deadline under any circumstances whatsoever.
3. The Technical Bid shall be opened at 1500 (Hours) on 09.10.2025. and Financial Bid will be opened at 1100 (Hours) on 11.10.2025. Bidders/authorized representative of Bidders may also attend the bid opening.
4. Every page of Technical as well as Financial bid should be duly signed by the bidder. NHIDCL reserves the right to accept or reject any bid if it is not duly signed.
5. NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to accept or reject any or all the bids without

assigning any notice or reason whatsoever and without incurring any liability to the effected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, Regional Office- Siliguri (West Bengal) in this regard shall be final and binding on all.

6. The Bid document can be downloaded from the website www.nhidcl.com from 17.09.2025 up to 07.10.2025 (1300 Hrs) or can be obtained from the **Project Monitoring Unit (PMU) - Siliguri** within 1100 Hrs to 1300 Hrs on all working days.
7. The bidders should go through the Terms and Conditions and other details which are attached as Annexure-I & II.
8. The Schedule of Tendering Process is as hereunder:

Sl. No.	Description	Period
1	Date of issue of NIT	16.09.2025
2	Date of Sale of Bid Documents	17.09.2025 [1100 Hrs]
3	Date of close of sale of Bid Documents	07.10.2025 [1300 Hrs]
4	Last Date of submission of Bid (Hard Copy)	08.10.2025 [1300 Hrs]
5	Date of Opening of Technical Bids	09.10.2025 [1500 Hrs]
6	Date of Opening of Financial bids of Qualified Applicants	11.10.2025 (1100 Hrs)
7	Validity of Bid	60 Days

Deputy General Manager (P)
NHIDCL, PMU Siliguri,
5th Floor, Commercial Complex Home Square,
Kisturi Warehouse, Salugara, PS Bhaktinagar,
Siliguri, District-Jalpaiguri,
West-Bengal-734008
Landmark Salugara Monastery
Email: pmu.siliguri@nhidcl.com

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

Name of work: Notice Inviting Bid for Renting of Office Premises for NHIDCL, Site office under Project Monitoring Unit Siliguri near Teesta Bazaar in the District of Darjeeling & Kalimpong in the State of West Bengal.

Sealed bids in the form of techno-commercial bids are invited from the owners who have “ready to move in” premises and shall handover such premises, free from all encumbrances; immediately to NHIDCL on rent for a period of two years.

1. Scope of work:

NHIDCL invites bids for renting minimum 1500 SqFt Carpet Area approx for Office Premises for NHIDCL, Site office under Project Monitoring Unit Siliguri near Teesta Bazaar in the district of Darjeeling & Kalimpong in the State of West Bengal having facilities of sufficient rooms with attached toilets, kitchen, common area and car parking etc. and other necessary amenities on rent basis for a period of at least two (02) years.

2. Submission of bid

The offer/proposal should be submitted in two **separate** sealed cover consisting of:

- (i) Technical specification in the specified format as at *Annexure -I* along with attested photocopies of PAN of the owner and documents in support of ownership title of the property, cost of bid document and EMD/bid security; and and
- (ii) Financial proposal in the specified format as at *Annexure-II*.

The covers should be superscribed as bid “Technical proposal” and “Financial Proposal” respectively and should be kept in one sealed cover marked “renting Office premises of NHIDCL, Site Office Siliguri”. Bids without cost of documents or not in the prescribed pro-forma will be liable to be rejected.

3. **Evaluation of Bids:**

A minimum score of 60 (out of 100) is required for qualifying in Technical Specification Evaluation based on the following criteria: -

Sl. No.	Particulars	Marks
1	Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, such as Dag no., Parcha etc.	10
2	Whether land Purchased is leasehold or freehold? A copy of the deed of the land purchased duly signed in all the pages by the owner to be enclosed.	10
3	A copy of the sanctioned plan of the building including NOC showing various dimensions, wall thickness, Land boundaries, compound wall etc. (Drawing/Plan shall be submitted with signature of both house owner and authority of hired department)	10
4	A key plan of land showing position of existing building and area occupied at the ground floor.	5
5	Year of construction of the building & type of building	5
6	Area of vacant land to be used by the company and the parking space details	10
7	Available Feasibility of Internet Connections	5
8	Availability of Sunlight and ventilation	5
9	Paint, whether new/old, whether bright/dark	5
10	Water supply: Whether Municipal water supply is available or not; suitability of water for drinking should also be indicated	5
11	Type of sewerage	5
12	Electricity: Whether surface or concealed wiring.	5
13	Drains: Type of drains provided	5
14	Fencing / compound wall: Is there any proper fencing/Compound wall.	5
15	List of Basic furnishing and fixtures including Cupboards, Fans, Geysers, etc.	10

Only those bids which qualify technically (minimum of 60 marks out of 100) would be considered for financial evaluation.

100 marks will be awarded to bidder having highest marks in technical evaluation, pro-rata marks will be awarded to all other bidders on the basis of L-1.

The final evaluation will be done on the basis of Quality & Cost based selection system (QCBS) i.e. 60% weightage for technical qualification and 40% weightage for financial parameters.

4. **Resolution of Dispute:**

In case of dispute, the decision of Executive Director (P), NHIDCL, Regional Office-Siliguri (West Bengal) shall be final.

5. **Payment:** The Rent shall be payable from the date of handing over of the vacant possession of the premises to NHIDCL after completion of necessary, repairs, renovation, and addition etc. and shall be payable in subsequent month through cheque/ECS/RTGS/NEFT within 15 days. However, in unforeseen circumstances, if the rent is not paid on time, NHIDCL will not be liable for payment of interest for late payment.

6. **TERMS AND CONDITIONS:**

- a. An Earnest Money Deposit (EMD) of ₹10,000/- shall be submitted in the form of DD (Demand Draft) in favour of NHIDCL Establishment, RO-Siliguri, payable at Siliguri. The EMD shall be refunded without interest to all unsuccessful bidders, while in case of the successful bidder it shall be retained as Security Deposit until completion/termination of lease. The cost of bid documents ₹500/- shall be non-refundable.
- b. The premises free from all encumbrances shall be made available at least for two (02) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations etc. on agreed amount of rent. However, depending upon the longevity of the project and suitability of the premises, the lease period may be further extended on the same terms and conditions as may be mutually agreed upon.
- c. Either party shall be at liberty to vacate the premises at any time during the currency of renting by giving one (02) month's advance written notice, without payment of any compensation for earlier termination of the rent term. This notice period shall apply both to NHIDCL and the Owner to prevent any legal consequences in case the premises need to be vacated before completion of the contract period
- d. NHIDCL shall have the option of renegotiating the lease after expiry of the lease term of Two (02) years on same Terms & Condition as Mutually Agreed. However, NHIDCL may grant an increase of rent by 4% on original agreed amount if there is any necessity of extension of agreement after the original agreement period is over.
- e. Responsibility for obtaining the required permission to use the rented accommodation for Office of NHIDCL shall remain with the owner of the premises.
- f. All existing and future/enhanced Municipal Corporation taxes, rates and cases shall be borne by the owner. Fees/Renewal fees towards obtaining NOC from COMPETENT LOCAL AUTHORITY for office use of the premises shall be

borne by the owner.

- g. The proposed premise needs to be located relatively near Teesta Bazaar, District - Darjeeling & Kalimpong in the state of West Bengal. and the building offered should be ready to be occupied.
- h. The building in which space is offered should have easy and convenient approach and should have adequate parking space for 4/2 wheelers. These parking facilities should be made available on 24*7 basis and should be provided in the same premises offered for rent.
- i. The building should be operative 24x7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.
- j. The independent building will be given preference so that the Government premises can be easily setup.
- k. NHIDCL shall bear actual charges for consumption of electricity and water. The owner shall undertake to provide separate electricity / water meters for this purpose.
- l. All repairs including annual/periodical white washing and annual/periodical painting will be got done by the owner at his/her/their cost. In case, the repairs and/or white/colour washing is/are not done by the owner as agreed now, NHIDCL will be at liberty to carry out such repairs white/colour washing, etc. at the owners' risk and the cost shall be deducted from the rent payable.
- m. Service Tax and other Statutory taxes, if any, shall be borne by the owner.
- n. Offers/Proposals through agents / brokers will not be accepted.

7. Last Date of Submission:

The Tender complete in all respects should reach the Office of The Deputy General Manager (P), NHIDCL, Project Monitoring Unit (PMU) - Siliguri 5th Floor, Commercial Complex Home Square, Kisturi Warehouse, Salugara, PS Bhaktinagar, Siliguri, District- Jalpaiguri, West-Bengal-734008 Landmark Salugara Monastery latest by **29.09.2025** upto 1300 hrs.

8. Opening of Tender:

The Bids shall be opened at 1500 hrs on the same day of the receipt of tender i.e. **29.09.2025**. The intended bidders or their representative may attend the opening of bids.

09. NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.

10. Conditional bids shall be rejected straight away. The successful bidder will be required to sign the formal Contract Agreement within 07 days of issue of Letter of Award in a Non-Judicial Stamp Paper costing Rs 100/-. The cost of the Stamp Paper has to be borne by the Selected Bidder.
11. Any change or amendment to this notice will be posted on the company website www.nhidcl.com only.

Signature of Authorized Person with Date & Seal_____

Format for Technical Specification

Name of work: Notice Inviting Bid for Renting of Office Premises for NHIDCL, Site office under Project Monitoring Unit Siliguri near Teesta Bazaar in the District of Darjeeling & Kalimpong in the State of West Bengal.

Sl. No.	Particulars	Marks
1	Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, such as Dag no., Parcha etc.	
2	Whether land Purchased is leasehold or freehold? A copy of the deed of the land purchased duly signed in all the pages by the owner to be enclosed.	
3	A copy of the sanctioned plan of the building including: NOC showing various dimensions, wall thickness, Land boundaries, compound wall etc.(Drawing/Plan shall be submitted with signature of both house owner and authority of hired department)	
4	A key plan of land showing position of existing building and area occupied at the ground floor.	
5	Year of construction of the building & type of building	
6	Area of vacant land to be used by the company and the parking space details	
7	Available Feasibility of Internet Connections	
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9	Paint, whether new/old, whether bright/dark	
10	Water supply: Whether Municipal water supply is available or not; suitability of water for drinking should also be indicated	
11	Type of sewerage	
12	Electricity: Whether surface or concealed wiring.	
13	Drains: Type of drains provided	
14	Fencing / compound wall: Is there any proper fencing/Compound wall.	
15	List of Basic furnishing and fixtures including Cupboards, Fans, Geysers, etc.	

I/We declare that I am/we are the absolute owner of the plot / building offered to you and having valid marketable title over the above. **Copy of valid title deed along with map is enclosed with proposal.**

Signature of Property/House/Building owner along with name

FINANCIAL PROPOSAL

Name of work: Notice Inviting Bid for Renting of Office Premises for NHIDCL, Site office under Project Monitoring Unit Siliguri near Teesta Bazaar in the District of Darjeeling & Kalimpong in the State of West Bengal.

I/We, refer to your advertisement Dated..... in (here mention name of the newspaper/website) and offer to give you on rent the premises described here below for your Office i.e. Office of NHIDCL, Site office under Project Monitoring Unit Siliguri near Teesta Bazaar in the District of Darjeeling & Kalimpong in the state of West Bengal.

Rent payable at the following rate: -

Total carpet area offered for Rent:	Amount in figure Per Month (In Rs)	Amount in words

I/We undertake to execute an agreement for renting of my premises in your favour containing the mutually accepted/sanctioned terms of the rent within the stipulated time frame. I/We undertake to bear the entire charges towards stamp duty and registration of the rent agreement

Signature of Property/House/Building owner along with name