



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

Regional Office-Siliguri

Name of Work: Notice Inviting Bid for Hiring and Renting of Office Premises for PMU - Darjeeling under RO-Siliguri in the State of West Bengal.

BID DOCUMENT

DECEMBER 2025

CONTENTS OF BID DOCUMENT

Sl. No.	Description of contents	Page No.
1	Cover Page	1
2	Contents of Bid Document	2
3	Notice Inviting Bid	3-4
4	Scope of Work/Terms and Conditions	5-8
5	Form for Technical Specification (Annexure-I)	9
6	Form for Financial Proposal (Annexure-II)	10

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

NOTICE INVITING TENDER

Name of work: Notice Inviting Bid for Hiring and Renting of Office Premises for PMU - Darjeeling under RO-Siliguri 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), PMU-Darjeeling for a period of two (02) years which shall be further extendable as per requirement in the state of West Bengal. Last date for the receipt of complete tenders in the office of undersigned will be 28.12.2025 up to 1300 Hours.

Name of work	Min Carpet Area	Period of Contract	Tender & Document Fees
Notice Inviting Bid for Hiring and Renting of Office Premises for PMU – Darjeeling under RO-Siliguri in the State of West Bengal	Min 4000 Sq Ft	Two (02) Years	10,000 + 500

2. Interested Firms/Agencies/Individual may submit the bid document(s) and other requisite documents on or before 1300 Hrs. by 28.12.2025 in the Office of The Executive Director (P), NHIDCL, Regional Office Siliguri, Siliguri (West Bengal), Quantum Building, BHARATMALA BUILDING INFRASTRUCTURE BUILDING THE Office No. 402, Matigara, Distt. -Darjeeling - 734010 ROAD TO PROSPERITY. No bid shall be entertained after the deadline under any circumstances whatsoever. Bid Fees shall be deposited in the NHIDCL ESTABLISHMENT ACCOUNT details are given below through online mode only.

Tender & Document Fees	10,000 + 590
Account Name	NHIDCL EST ACCOUNT RO SILIGURI
Account No.	120035355901
IFSC Code	CNRB0019716
Bank Name & Branch	19716- SHIV MANDIR 734011

3. Proof of the submission of tender fees shall be attached along with the bid documents. The Bid will be opened at 1500 (Hours) on 28.12.2025.
4. Every page of 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 18.12.2025 up to 28.12.2025. (1300 Hrs) or can be obtained from the NHIDCL, PMU Darjeeling 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	18.12.2025
2	Date of Sale of Bid Documents	19.12.2025 (Onwards)
3	Date of close of sale of Bid Documents	28.12.2025 (1300 Hrs.)
4	Last Date of submission of Bid (hard copy)	28.12.2025 (1300 Hrs.)
5	Date of Opening of Technical Bids	28.12.2025 (1500 Hrs.)
6	Date of Opening of Financial Bids of Qualified Applicants	29.12.2025 (1100 Hrs.)

Dy General Manager (P)
NHIDCL, PMU-Siliguri & Darjeeling
5th Floor, Commercial Complex Home Square,
Kisturi Warehouse,
Salugara, PS Bhaktinagar, Siliguri,
District- Jalpaiguri, West Bengal-734008
Landmark- Salugara Monastery.
E-mail: pmu.siliguri@nhidcl.com
Contact: 03592297108

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

Name of work: **Notice Inviting Bid for Hiring and Renting of Office Premises for PMU - Darjeeling under RO-Siliguri 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 year.

1. **Scope of work:**

NHIDCL invites bids for renting and hiring minimum 4000 Sq. Ft Carpet Area approx. for Office Premises for NHIDCL, PMU-Darjeeling in the State of Siliguri West Bengal having facilities of sufficient rooms with attached toilets, kitchen, common area 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 a single 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, and
- (ii) Financial proposal in the specified format as at *Annexure-II*.

The covers should be superscribed as bid proposal for renting and hiring of premises in one sealed cover with separate financial proposal. The bidder can also be participated through www.nhidcl.com. If Bids not received in the prescribed pro forma will 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, 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. The evaluation will be done on the basis of L1 rate quoted by technically qualified bidder.

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 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. 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.
- b. NHIDCL shall be at liberty to vacate the premises at any time during the currency of renting by giving one month's advance notice in writing, without paying any compensation for earlier termination of rent term.
- c. NHIDCL shall have the option of renegotiating the rent after expiry of the rent 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.
- d. Responsibility for obtaining the required permission to use the rented accommodation for Office of NHIDCL shall remain with the owner of the premises.
- e. 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.
- f. The proposed premise needs to be located relatively within the area of main city.
- g. 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.

- h. 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.
- i. The independent building will be given preference so that the Government premises can be easily setup.
- j. NHIDCL shall bear actual charges for consumption of electricity and water. The owner shall undertake to provide separate electricity / water meters for this purpose.
- k. 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.
- l. All Statutory Dues, if any, shall be borne by the owner.
- m. Offers/Proposals through agents / brokers will not be accepted.
- n. The selected vendor shall provide a minimum 90 (ninety) days written notice to the Authority prior to vacating, discontinuing, or withdrawing from the rented office premises after the agreement signed.

7. **Opening of Tender:**

The Bids shall be opened at 1500 hrs. on the same day of the receipt of tender i.e. 28.12.2025. The intended bidders or their representative may attend the opening of bids.

- 8. NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.
- 9. 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.
- 10. 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 _____

Annexure - I

Format for Technical Specification

Name of work: Notice Inviting Bid for Hiring and Renting of Office Premises for PMU - Darjeeling under RO-Siliguri in the State of West Bengal.

Sl. No.	Particulars	Details
1	Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, 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 houseowner 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	
8	Availability of Sunlight and ventilation	
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

Annexure - II
FINANCIAL PROPOSAL

Name of work: Notice Inviting Bid for Hiring and Renting of Office Premises for PMU - Darjeeling under RO-Siliguri in the State of West Bengal.

I/We, refer to your advertisement Dated in (here mentions 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, PMU - Darjeeling under RO-Siliguri 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