



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

**Name of Work: Notice Inviting Bid for Lease of Transit Accommodation for NHIDCL, Regional Office-Imphal, Manipur.**

**BID DOCUMENT**

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**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

**NOTICE INVITING TENDER**

**Name of work:** Notice Inviting Bid for Lease of Transit Accommodation for NHIDCL, RO Imphal.

1. Sealed bids are invited under Two Bid Systems i.e. Technical Bid and Financial Bid. NHIDCL requires accommodation on lease of a minimum 186 SQM carpet area (2000 SQFT. approx.) for Transit Accommodation for RO Imphal for three years. The last date for the receipt of complete tenders in the office of the undersigned is **06 Aug 2024** up to 1500 Hours.

Name of work	Min Carpet Area	Cost of Documents	Period of Contract
Hiring of Transit Accommodation for Office staff of NHIDCL, Regional Office Imphal in the state of Manipur	2000 SQFT	Rs. 590/-	03 Years

2. Interested Companies/Firms/Agencies/Individual may submit the bid document(s) duly complete with all respect and other requisite documents on or before **06 Aug 2024** by 1500 (Hours) to the **Executive Director (Projects)** NHIDCL, R.O. Imphal, 2<sup>nd</sup> floor, Transit Hostel, Officers' Club, Lamphelpat, Imphal, Manipur-795004. No bid shall be entertained after the deadline under any circumstances whatsoever.

3. The Technical Bid of bidders will be opened at 1530 (Hours) on **06 Aug 2024** and the Financial Bid will be opened at 1100 Hours on **07 Aug 2024** in the presence of bidders/authorized representatives of Bidders.

4. Every page of the Technical, as well as the 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 - Imphal (Manipur) in this regard shall be final and binding on all.

Signature of the authorized person with Date & Seal\_\_\_\_\_

6. The Bid document can be downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) from 31 July 2024 up to 06 Aug 2024 (1100 Hrs.) and can be obtained from the NHIDCL, RO Imphal (Manipur) within 1100 Hrs. to 1700 Hrs. on all working days.

7. The document fee (Rs 590/-) will be accepted in the form of RTGS / NEFT in the account of NHIDCL, RO-Imphal (Non-Refundable). The account details of NHIDCL, RO-Imphal is as under: -

Account Name	: NHIDCL ESTABLISHMENT ACCOUNT
A/c No.	: 79513210000015
IFSC Code	: CNRB0017951
Bank Name	: Canara Bank
Branch	: Imphal

8. The bidders should go through the terms and conditions and other details which are attached as Annexure-I & II.

9. The schedule of the tendering Process is given below:

Sr. No.	Description	Period
1.	Date of issue of NIT	30 July 2024
2.	Date of Sale of Bid Documents	31 July 2024 Onwards
3.	Date of close of sale of Bid Documents	06 Aug 2024 (1100 Hrs.)
4.	Last Date of submission of Bid (hard copy)	06 Aug 2024 (1500 Hrs.)
5.	Date of Opening of Technical Bids	06 Aug 2024 (1530 Hrs.)
6.	Date of Opening of Financial Bids of Qualified Applicants	07 Aug 2024 (1100 Hrs.)
7.	Validity of Bid	60 Days

**Executive Director (P)**  
NHIDCL, RO Imphal  
2<sup>nd</sup> Floor, Transit Hostel, Officers'  
Club, Lamphelpat Imphal,  
Manipur-795004  
Telephone- 0385-2416303  
Email- ro-imphal@nhidcl.com

## **NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

**Name of work: Notice Inviting Bid for Lease of Transit Accommodation for Regional Office, NHIDCL, Manipur.**

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

### **1. Scope of work:**

NHIDCL invites bids for hiring a minimum 2000 SQFT carpet area having facilities of sufficient rooms with attached toilets, kitchen, common area, etc., and other necessary amenities on a lease basis for a period of at least three years.

### **2. Submission of bid**

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

(i) **Technical proposal** in the specified format as at *Annexure -I* along with attested photocopies of PAN No. 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*.

Both these covers should be super scribed as **“Technical Proposal”** and **“Financial Proposal”** respectively and should be kept in one sealed cover marked “BIDS FOR PREMISES AT .....”. Bids not received 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 bid evaluation based on the following criteria: -

<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks</b>
1.	Suitability of location: a) Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, such as Dag no., Parcha, etc. b) Address of the building near to Regional Office NHIDCL, Imphal, Manipur	20
2	Plan of building and area to be leased:	15
	A copy of the sanctioned plan of the building including: NOC (with seal and signature of J.M. DA/Municipality Authority) Showing various dimensions, wall thickness, Land boundaries, compound wall, etc. (Drawing/Plan shall be submitted with the signature of both house owner and authority of hired department)	

3	Year of construction of the building & type of building	15
4	Area of vacant land to be used by the office/Parking	15
5	Water supply: Whether Municipal water supply is available or not; the suitability of water for drinking should also be indicated.	5
6	Type of sewerage	5
7	Electricity: Whether surface or concealed wiring.	5
8	Fencing/ compound wall: Is there any proper fencing/ Compound wall?	5
9	Basic furnishing and fixtures including Cupboards, Fans, Geysers, Lights, etc.	15

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

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

The final evaluation will be done based on a Quality & Cost based selection system (QCBS) i.e. 80% weightage for technical qualification and 20% weightage for financial parameters.

#### 4. **Resolution of dispute**

In case of dispute, the decision of the Executive Director (P), NHIDCL, RO Imphal (Manipur) shall be final.

#### 5. **Payment**

The Rent will be payable from the date of handing over vacant possession of the premises to NHIDCL after completion of necessary, repairs, renovation, addition, etc., and will be payable monthly on **submission of invoices** through cheque/ECS/RTGS/NEFT transfer **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 of rent.

#### 6. **TERMS AND CONDITIONS:**

- a) The premises free from all encumbrances shall be made available at least for 3 (three) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations, etc. on the agreed amount of rent with annual enhancement of rent upto 4% (four percent).
- b) NHIDCL shall be at liberty to vacate the premises at any time during the currency of the lease by giving three month's advance notice in writing, without paying any compensation for earlier termination of the lease term.

- c) Responsibility for obtaining the required permission to use the leased accommodation for the Office of NHIDCL shall remain with the owner of the premises i.e. lessor.
- d) All existing and future/enhanced Municipal Corporation taxes, rates, and cases will be paid by the owner. Fees/Renewal fees towards obtaining NOC from COMPETENT LOCAL AUTHORITY for office use of the premises will be borne by the owner.
- e) The building in which space is offered should have an easy and convenient approach. Should have parking space for 4/2 wheelers available for 24/7 basis.

**f. Maintenance /Repairs:**

- (i) NHIDCL shall bear actual charges for the consumption of electricity and water. The owner shall undertake to provide separate electricity/water meters for this purpose.
- (ii) All repairs including annual/periodical whitewashing and annual/periodical painting will be done by the owner at his/her/their cost. In case, the repairs and/or white/color washing is/are not done by the owner as agreed now, NHIDCL will be at liberty to carry out such repairs white/color washing, etc. at the owners' risk and cost and shall be deducted from the rent payable.
- iii) Service Tax and other statutory taxes, if any, shall be borne by the owner.
- iv) Offers/Proposals from agents/brokers will not be accepted.

7. The format for the bidding document may be collected on payment of the cost of the bid document in the form of RTGS/NEFT/DD in the account of/in favor of Executive Director(P) NHIDCL, RO-Imphal (Non-Refundable). The account details of NHIDCL, RO-Imphal is as under: -

Account Name	: NHIDCL ESTABLISHMENT ACCOUNT
A/c No.	: 79513210000015
IFSC Code	: CNRB0017951
Bank Name	: Canara Bank
Branch	: Imphal

**8. Last Date of submission:** The tender complete in all respects should reach the office of the Executive Director (Projects) Regional Office Imphal: **2<sup>nd</sup> Floor, Transit Hostel, Officers' Club, Lamphelpat, Imphal, Manipur-795004** by **06 Aug 2024** up to 1500 hrs.

**9. Opening of Tender:** The Technical Bids shall be opened at 1530 hrs. on the last day of the receipt of tender i.e. **06 Aug 2024** and the financial bid will be opened at 1100 hrs. on **07 Aug 2024**.

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

11. Conditional bids will be rejected straight away. The successful bidder will be required to sign the formal contract agreement within 07 days of the issue of the letter of award.

12. Any change or amendment to this notice will be posted on the company website [www.nhidcl.com](http://www.nhidcl.com) only.

Signature of the authorized person with Date & Seal\_\_\_\_\_



**Format for TECHNICAL BIDS**

**Subject: Notice Inviting Bid for Lease of Transit Accommodation for NHIDCL, Regional Office Imphal, Manipur**

<b>S. No.</b>	<b>Particulars</b>	
1.	(a)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 on all the pages by the owner is to be enclosed.	
3.1	A copy of the sanctioned plan of the building including: NOC (with seal and signature of G.M.C. Municipality Authority / UDHD Department) showing various dimensions, wall thickness, Land boundaries, compound wall, etc. (Drawing/Plan shall be submitted with the signature of both house owner and authority of the hired department.	
3.2	A key plan of land showing the position of the existing building and area occupied on the ground floor.	
4	Year of construction of the Building & Type of building	
5	Area of vacant land to be used by the company and the parking space details	
6	Services Provided	
6.1	Water supply: Whether Municipal water supply is available; suitability of water for drinking should also be indicated.	
6.2	Type of Sewerage	
6.3	Electricity: Whether surface or concealed wiring.	
6.4	Drains: Type of drains provided.	
6.5	Fencing/ compound wall: Is there any proper fencing/Compound wall?	
6.6	List of basic Furnishing and fixtures including Fans, Geysers, ACs etc	

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

**Signature of Property/ House/ Building owner along with name**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No & Email: \_\_\_\_\_

**FINANCIAL BID**

**Subject: Notice Inviting Bid for Lease of Transit Accommodation for NHIDCL, Regional Office-Imphal, Manipur**

I/We refer to your advertisement dated ..... in ..... (here mention the name of the newspaper/website) and offer to give you on lease the premises described here below for Transit Accommodation of NHIDCL, Regional Office Imphal, Manipur.

**Rent payable at the following rate: -**

<b>Total carpet area offered for rent / lease:</b>	<b>Amount in figure</b>	<b>Amount in words</b>
<b>The amount quoted (inclusive of all taxes) in Rs.</b>		

I/We undertake to execute an agreement to lease/regular lease deed, in your favour containing the mutually accepted/sanctioned terms of the lease within the stipulated time frame. I/We undertake to bear the entire charges towards stamp duty and registration of the lease deed.

**Signature of Property/ House/ Building owner along with name**