



**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,  
Regional Office, Shillong in the State of Meghalaya.**

**BID DOCUMENT**

**Nov, 2024**

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

**NOTICE INVITING TENDER**

**Name of work:** Notice Inviting Bid for Renting Office Premises for NHIDCL, Regional Office Shillong in the State of Meghalaya.

1. Sealed bids are invited under Single Bid System from the intended bidders for hiring of office accommodation on Rent for National Highways & Infrastructure Development Corporation Limited (NHIDCL), Regional Office Shillong for a period of initial three (03) years. Last date for the receipt of sealed bids, in the office of undersigned is 30.11.2024 upto 1300 Hours.

Name of work	Carpet Area (Preferably on single floor)	Period of Contract
Renting Office Premises for NHIDCL, Regional Office Shillong in the State of Meghalaya.	4500-5500 Sq Ft	Three (03) Years

2. Interested Companies/Firms/Agencies/Individual may submit the bid document(s) and other requisite documents on or before 30.11.2024 by 13:00 (Hours) in the Office of The Executive Director (P), NHIDCL, Regional Office Shillong, 1<sup>st</sup> Floor, Parkside Building, Near Lady Hydari Park, Shillong (East Khasi Hills) - 793001. No bid shall be entertained after the deadline under any circumstances whatsoever.
3. The Bid shall be opened at 15:00 (Hours) on 02.12.2024.
4. Every page of the 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 affected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, Regional Office- Shillong (Meghalaya) in this regard shall be final and binding on all.
6. The Bid document can be downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) from 05.11.2024 (1100 Hrs) or can be obtained from the NHIDCL, Regional Office Shillong (Meghalaya) within 1100 Hrs to 1500 Hrs on all working days from 05.11.2024.
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	05.11.2024
2	Date of Sale of Bid Documents	05.11.2024 [1100 Hrs]
3	Date of close of sale of Bid Documents	30.11.2024 [1300 Hrs]
4	Last Date of submission of Bid (Hard Copy)	30.11.2024 [1500 Hrs]
5	Date of Opening of Bids	02.12.2024 [1500 Hrs]
6	Validity of Bid	60 Days

**Executive Director (P)**  
NHIDCL, Regional Office Shillong,  
1<sup>st</sup> Floor, Parkside Building  
Near Lady Hydari Park, Shillong,  
East Khasi Hills  
Email: nhidclroshillong@gmail.com

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

**Name of work:** Notice Inviting Bid for Renting Office Premises for NHIDCL, Regional Office Shillong in the State of Meghalaya.

Sealed bids in the form of techno-commercial bids are invited from the owners who have “ready to move in” premises and can handover such premises, free from all encumbrances; within 2 months to NHIDCL on rent for a period of three years.

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

NHIDCL invites bids for renting 4500-5500 SqFt Carpet Area approx. (preferably on single floor) for Office Premises for NHIDCL, Regional Office Shillong in the State of Meghalaya having facilities of minimum 4 nos. of rooms with attached toilets, kitchen, Conference room, parking facilities (min 6 nos 4 wheelers and 10 nos 2 wheelers) etc. and other necessary amenities on rent basis for a period of at least three (03) years.

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

The offer/proposal should be submitted in a single sealed covers 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 of premises in one sealed cover. 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, such as Dag no., Parcha etc.	5
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.	5

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) & the permission to use the area as official purposes	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 (min 6 parking) details	15
7	Available Feasibility of Internet Connections	5
8	Availability of proper Sunlight and ventilation	10
9	Water supply: Whether Municipal water supply is available or not; suitability of water for drinking should also be indicated	10
10	Type of sewerage	5
11	Electricity: Whether surface or concealed wiring.	5
12	Drains: Type of drains provided	5
13	Fencing / compound wall: Is there any proper fencing/Compound wall.	5
14	List of Basic furnishing and fixtures including work station, Cupboards, Fans, provision of AC, 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. 75% weightage for technical qualification and 25% weightage for financial parameters.

**4. Resolution of Dispute:**

In case of dispute, the matter to be resolved as per the applicable laws/Act/rule of Govt. of India.

**5. Payment:**

- a. The Rent will be payable from the date of handing over the vacant possession of the premises to NHIDCL after completion of necessary, repairs, renovation, and addition etc. and will be payable in subsequent month through cheque/ECS/RTGS/NEFT transfer within 10 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.
- b. NHIDCL may however 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.

**6. TERMS AND CONDITIONS:**

- a. The premises free from all encumbrances shall be made available at least for three (03) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations etc. on agreed amount of rent.
- b. The premises free from all encumbrances shall be made available at least for three (03) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations etc. on agreed amount of rent.
- c. Suspended false ceiling shall be installed in the office premises, ensuring proper ventilation and access to utilized as per office.
- d. NHIDCL shall be at liberty to vacate the premises at any time by giving one month's advance notice in writing, without paying any compensation for earlier termination of rent agreement.
- 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 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.
- g. The proposed premises needs to be located relatively at a distance of not more than 10 km from the office of Secretariat, Government of Meghalaya and the building offered should be ready to be occupied within 2 months.
- h. The building in which space is offered should have easy and convenient approach and should have adequate parking space for 6 Nos of 4wheelers and 10 Nos. of 2 Wheelers. These parking facilities should be made available on 24\*7 basis and should be provided in the same building 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. 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 cost and shall be deducted from the rent payable after giving notice.

- l. To check the location of the proposed.
- m. All Statutory Dues, if any, shall be borne by the owner. 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 Executive Director (P), NHIDCL, Regional Office Shillong, 1<sup>st</sup> Floor, Parkside Building, Near Lady Hydari Park, Shillong (East Khasi Hills) - 793001 latest by 30.11.2024 upto 1300 hrs.

**8. Opening of Tender:**

The Bids shall be opened at 1500 hrs on day i.e. 02.12.2024. The intended bidders or their representative may attend the opening of bids.

- 9. NHIDCL reserves the right to reject any or all of the tenders without assigning any reason whatsoever.
- 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](http://www.nhidcl.com) only.

**Signature of Authorized Person of bidder with Date & Seal\_\_\_\_\_**



**Format for Technical Specification**

**Name of work:** Notice Inviting Bid for Renting of Office Premises for NHIDCL,  
Regional Office Shillong in the State of Meghalaya.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Marks</b>
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) & the permission to use the area as official purpose	
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	Water supply: Whether Municipal water supply is available or not; suitability of water for drinking should also be indicated	
10	Type of sewerage	
11	Electricity: Whether surface or concealed wiring.	
12	Drains: Type of drains provided	
13	Fencing / compound wall: Is there any proper fencing/Compound wall.	
14	List of Basic furnishing and fixtures including Cupboards, Fans, provision of AC, 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,  
Regional Office Shillong in the State of Meghalaya.

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, Regional Office Shillong (Meghalaya).

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

<b>Total carpet area offered for Rent:</b>	<b>Amount in figure Per Month (excl. GST) (In Rs)</b>	<b>Amount in words</b>

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**