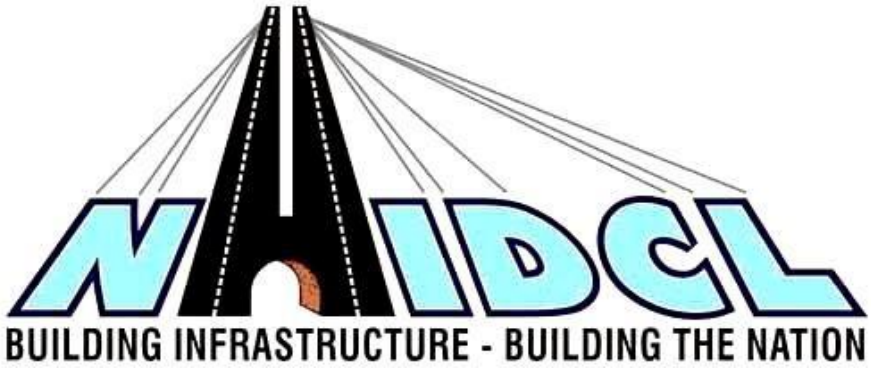

National Highways & Infrastructure Development Corporation Ltd. (Under Ministry of Road, Transport & Highways, Govt. of India)

Name of Work: Notice Inviting Bid for Lease office Premises of Site Office Phaibung under PMU-Senapati, NHIDCL Manipur.

BID DOCUMENT

March, 2025

CONTENTS OF BID DOCUMENT

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NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORTATION LTD.
(Ministry of Road, Transport & Highways, Government of India)

NOTICE INVITING BID

Name of work: Notice Inviting Bid for Lease office Premises of Site Office Phaibung under PMU-Senapati, NHIDCL Manipur.

1. Sealed bids are invited under Two Bid System i.e. Technical Bid and Financial Bid. NHIDCL requires accommodation on lease for office Staff of Site office for a period of one year. Last date for the receipt of complete tenders in the office of undersigned is 08.04.2025 upto 1100 Hours.

Sl. No.	Name of work	Min. Carpet Area	Cost of Documents	EMD/Bid Security	Period of Contract
1	Notice Inviting Bid for Lease office Premises of Site Office Phaibung under PMU-Senapati, NHIDCL Manipur.	No restriction	Rs. 590/- (including GST)	5000/-	01 Year

2. Interested Companies/Firms/Agencies/Individual may submit bid documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 5000/- in the form of Demand Draft pledged in favour of NHIDCL Regional Office, Imphal, Manipur or UPI/NEFT/RTGS and other requisite documents on or before 08.04.2025 by 11:00 (Hours) to the Dy. General Manager (Project), PMU Senapati, Christian Colony, Senapati Dist Head Quarter, Pin 795106.

   No tender shall be entertained after this deadline under any circumstances whatsoever.

3. The Technical Bid of bidders will be opened at 1200 (Hours) on 08.04.2025 and Financial Bid will be opened at 1400 (Hours) on 08.04.2025 in the presence of bidders/authorized representative of Bidders.

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, PMU-Senapati (Manipur) in this regard shall be final and binding on all.

6. The Bid document can be downloaded from the website www.nhidcl.com from 28.03.2025 up to 08.04.2025 (1100 Hrs) and can be obtained from the NHIDCL, PMU-Senapati (Manipur) within 1000 Hrs to 1600 Hrs on all working days.

7. The document fee (Non-Refundable) & EMD will be accepted in the form of DD/UPI/RTGS/NEFT payment. Account Details of RO-Imphal is as under;

Name	NHIDCL RO – Imphal (Establishments)
Account No	79513210000015
IFSC	CNRB0017951
Bank Name	Canara Bank
Branch	Branch- Imphal

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

9. Schedule of tendering Process is given below:

Sl. No.	***Description***	***Period***
1.	Date of issue of NIT	28.03.2025
2.	Date of Sale of Bid Documents	28.03.2025
3.	Last Date of submission of Bid (hard copy)	08.04.2025 (1100Hrs)
4.	Date of close of sale of Bid Documents	08.04.2025 (11:00Hrs)
5.	Date of Opening of Technical Bids	08.04.2025 (12:00Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	08.04.2025 (14:00 Hrs)
7.	Validity of Bid	120 Days

Dy. General Manager (P)
National Highways & Infrastructure Development Corporation Limited.
PMU, Senapati,
Manipur
E-mail:senapatipmu@gmail.com

TERMS AND CONDITIONS

Name of work: Notice Inviting Bid for Lease office Premises of Site Office Phaibung under PMU-Senapati, 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 handover such premises, free from all encumbrances; immediately to NHIDCL on lease for a period of One year.

1. **Scope of work:**

NHIDCL invites bids for hiring of Site Office having facilities of sufficient rooms with attached toilets, kitchen, common area etc. and other necessary amenities on lease basis for a period of at least one year.

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:-

Sr. No.	Particulars	Marks
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.	20
2.	Plan of building and area to be leased: 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 signature of both house owner and authority of hired department)	15
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; 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	10
9.	Basic furnishing and fixtures including Cupboards, Fans, Geysers, Lights 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, 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, and 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 ANDCONDITIONS:

a. The premises free from all encumbrances shall be made available at least for 1 (One) year 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 lease by giving three month's advance notice in writing, without paying any compensation for earlier termination of lease term.

c. Responsibility for obtaining the required permission to use the leased accommodation for 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 easy and convenient approach and should have adequate parking space for 2/4 wheelers. These parking facilities should be made available on 24*7 basis and should be provided in the same building offered for hire.

f. 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.

g. The independent building will be given preference so that the Government premises can be easily setup.

h. **Maintenance /Repairs**:

i. **NHIDCL shall bear actual charges for consumption of electricity. The owner shall under take to provide separate electricity meters for this purpose.**

ii. **The owner is responsible for providing enough water to NHIDCL at their own expense.**

iii. **All repairs including maintenance of plumbing work, electrical work, annual/periodical white washing and annual/periodical painting will be got done by the owner at his/her/their cost.**

i. Service Tax and other statutory taxes, if any, shall be borne by the owner.

j. Offers/Proposals from agents/brokers will not be accepted.

7. The format for the bidding document may be collected on payment of cost of bid document in the form of DD in favour of Executive Director (P), NHIDCL payable at Imphal from the Office of the Dy. General Manager (P), NHIDCL, PMU-Senapati, C/o LS Thaisho, Christian Colony, Senapati.

8. Last Date of submission: The tender complete in all respects should reach the office of the Dy. General Manager (P), NHIDCL, PMU-Senapati, C/o LS Thaiso, Christian Colony, Senapati by 28.12.2023 upto 1100 hrs.

9. Opening of Tender: The Technical Bids shall be opened at 1200 hrs on 08.04.2025 and the financial bid will be opened at 1400 hrs on 08.04.2025.

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 along with a Performance Security of Rs. 10,000/- in favour of Executive Director (P), RO-Imphal within 07 days of issue of letter of award.

12. 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 BIDS:
(To be submitted subscribing "Technical Bid")

Name of work: Notice Inviting Bid for Lease office Premises of Site Office Phaibung under PMU-Senapati, NHIDCL Manipur.

S.No.	Particulars	
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 in all the pages by the owner 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 signature of both house owner and authority of hired department.	
3.2	A key plan of land showing position of existing building and area occupied at 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, Cupboards, Lights, Geysers, ACs 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 BID

PROFORMA FOR QUOTING RATES
(TO BE SUBMITTED SUBSCRIBING "FINANCIAL BID")

Name of work: Notice Inviting Bid for Lease office Premises of Site Office Phaibung under PMU-Senapati, NHIDCL Manipur.

13. I/We, refer to your advertisement dated ..... in …… (here mention name of the newspaper/website) and offer to give you on lease the premises described here below for your Office i.e. Office of the Dy. General Manager (P), NHIDCL, PMU-Senapati, C/o LS Thaisho, Christian Colony, Senapati. Rent payable at the following rate:-

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

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