

Request for proposal (RFP)

Request for proposal (RFP) for "Hiring of Office Accommodation/Transit Camp on lease basis for NHIDCL PMU-Kargil at Kargil, UT of Ladakh".

RFP NO → 99 / RO-Ladakh / 2021-22

Sealed quotations are invited from the owners who have "ready to move in" premises and can handover such premises to NHIDCL on lease for an initial period of three years with an agreement to renew the lease on same terms and conditions except the increase in rent for two tenures of 3 years each and one tenure of 2 years 11 months after expiry of the initial period of 3 years i.e. total period is 11 years 11 months.

1. Scope of work:

NHIDCL invites bids for hiring about at least 5000 sqft carpet area (approx.) on lease basis along with open area at least 2000 sqft for sitting and car parking.

2. Financial part of bid should be as per Annexure1.

3. Resolution of dispute

Any dispute or difference shall be referred to the arbitration of three arbitrators. The award passed by all or majority of arbitrators shall be final and binding.

4. Payment:

- (a) 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 additions etc. and will be payable monthly on submission of invoices by cheque / ECS / RTGS / NEFT. Monthly rent of each calendar month will be paid within 10 days from receipt of the bill. The rent shall be increased by 20% on each renewal after 3 years and other charges shall be same as now.
- (b) Security deposit equal to three months rent will be paid in advance which will be refunded / adjusted at the time of vacating the premises without any interest.
- (c) Monthly rent will be inclusive of all taxes.
- (d) All statutory deduction will be made from the rent payable.

5. TERMS AND CONDITIONS:

- (a) The lease may be renewed on the same terms and conditions except the increase in rent for two tenures of 3 years each and one tenure of 2 years 11 months after expiry of the initial period of 3 years.
- (b) The lessee/lessor can terminate lease agreement by giving advance written notice of three months to the lessor/lessee and the lessee shall be immediately on the expiry of notice period to be liable to vacate the hired premises and handover the possession to the Lessor but after initial period of three years.
- (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 commercial use of the premises will be borne by the owner.

- (e) The Lessor shall install central heating system for all rooms, corridor and toilets in the hired building.
- (f) The lessor shall install 24X7 running water supply to all taps throughout the year including winter season in the hired building.
- (g) Each room of the said building will be fully furnished with all brand-new items like Double bed, Bed side table, Mattress, 02 Pillows, Bed Sheets, 02 Blankets, TV (minimum 32"), Set Top Box, Two Single Seated Sofa/luxury chairs, Central table, wooden flooring of rooms, cupboard along with one set extra bedsheet and cover of all like Pillows, Blankets etc. as desired along with one room with well-furnished with carpet, central table, sofa and all as desired.
- (h) Each toilet of the building will have Geysers.
- (i) Bidder Should have registration No. under GST if required under GST Act.

(j) Maintenance / Repairs:

- (i) NHIDCL shall bear all charges due to the Government arising out of the professional utilities (i.e., Electricity charges, Water charges, Phone/Internet charges etc.) of the Premises by the Lessee for the period of utilisation of hired premises.
- (ii) All repairs including annual / periodical white washing and annual / periodical painting will be got done by the owner at his/her/their cost. Any major repair required like Fault in water pipeline system, Sewerage system, septic tank and related pipelines etc. shall be carried out by the lessor. 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.
- (iii) Lessee also acknowledges that Lessor will not provide insurance coverage for Lessee's property, nor shall Lessor be responsible for any loss of Lessee's property, whether by theft, fire, acts of God, or otherwise.

(k) All statutory taxes, if any, shall be borne by the Lessor.

(l) Monthly rent will be in rupees including of all taxes and GST.

(m) Offers/Proposals from agents / brokers will not be accepted.

6. A copy of the blank bid document along with other terms & conditions may be obtained/submitted from/to the office of RO-Ladakh, NHIDCL, Yartsa House, Changspa Farm, UT of Ladakh on any working day by 30.11.2021 before 15:00 Hours. The Quotation form can also be downloaded from NHIDCL website www.nhidcl.com. The last date for submission of the duly filled-in bids shall be 30.11.2021 up to 15:00 hrs. The document cost of Rs 590/- (including GST) and EMD of Rs. 10000/- (Ten Thousand only) will be accepted in the form of DD in favour of NHIDCL Establishment Account, payable at Leh, UT of Ladakh (Document cost is Non Refundable or it can be deposited through on line payment mode as per given bank detail in the NIT but proof of on line payment have to submit with bid document. The bids will be opened on same day at 16:00 hrs. in the presence of bidders or their representative if they desire.
7. Any quotation not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.
8. The Bid Security of bidders will be returned within 45 days after issuing of LOA to L1 bidder.
9. The Bid shall remain valid for a period of 120 days of opening.
10. Opening of Tender: The bids received within the stipulated date and time shall be opened in the presence of interested bidders on the last day of the receipt of the tender at 16:00 hours in NHIDCL, RO-Ladakh, UT of Ladakh.

11. ED (P), RO-Ladakh, Leh, NHIDCL, hereinafter shall be "Lessee" and signing of lease agreement, operation of agreement (viz. payment etc.) shall be executed by him.
12. NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.
13. Any change or amendment to this notice will be posted on the company website www.nhidcl.com.
14. Agreement will be signed with L1 bidder in line with RFP and as per mutual agreement by both the parties.
15. Following documents are required with bid document:
 - i. Self-attested photocopy of Aadhar Card;
 - ii. Self-attested photocopy of PAN Card;
 - iii. Self-attested copy of ownership document of the premises;
 - iv. Self-attested photocopy of GST certificate if registered;
 - v. Financial bid as mentioned in Annexure-1 in RFP;

The Bid Security/Earnest Money will be forfeited

- A. If the Bidder Withdraws the Bid after its submission; or
- B. If the Bidder does not accept the arithmetic correction of the bid price; or
- C. In the case of a Successful Bidder if the Bidder fails to sign the Agreement.



Executive Director (P)
RO- Ladakh
Yartsa House,
Near changspa Farm,
Leh, UT of Ladakh

FINANCIAL BID

Subject: Request for proposal (RFP) for "Hiring of Office Accommodation/ Transit Camp on lease basis for NHIDCL PMU-Kargil at Kargil, UT of Ladakh"

I / We, refer to your advertisement dated..... in..... (here mention name of website/notice board) and offer to give you on lease the premises described here below for your Office i.e. RO-Ladakh, Leh, UT of Ladakh.

Rent payable at the following rate (Financial quote)

Name of the House/Premises:		
Address of the House/Premises:		
Total carpet area offered for rent / lease		_____ sqft
Total open area for vehicle parking or other use of office		_____ sqft
Rate per month (inclusive of all taxes and GST)	Amount in figures (Rs.)	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 at an early date. 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 and seal if applicable