

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

**Name of Work: Notice Inviting Bid for Lease of Office Premises of NHIDCL,
Site Office - Nongjri (Meghalaya)**

BID DOCUMENT

March 2021

Office of the General Manager (P)- PMU Mawkyrwat

National Highways & Infrastructure Development Corp. Ltd.

Hot Spring, Guest House Umjarain Village, Jakrem, Mawkyrwat

South West Khasi Hills District 793114

Email: nhidclmawkyrwat@gmail.com/gmshillongnhidcl@yahoo.com

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NOTICE INVITING TENDER

NIT No. NHIDCL/SO-Nongjri/Office/02

Date: 18.03.2021

Name of work: Notice Inviting Bid for Lease of Office Premises of Site Office at Nongjri, South West Khasi Hills District, Meghalaya.

1. Sealed bids are invited under Two Bid System i.e. Technical Bid and Financial Bid. NHIDCL requires accommodation on lease of minimum 100 sqm carpet area (approx) for Site Office, Under PMU-Mawkyrwat for a period of three years. Last date for the receipt of complete tenders in the office of undersigned is 25.03.2021 upto 1300 Hours.

Name of work	Min Carpet Area	Cost of Documents	EMD/Bid Security	Period of Contract
Hiring of Accommodation for opening of the Site Office Under PMU- Mawkyrwat NHIDCL at Nongjri, South West Khasi Hills District	100 sq.m	Rs. 500/-	Rs. 10,000/-	03 Years

2. Interested Companies/Firms/Agencies/Individual may submit the bid document(s) duly complete with all respect along with Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft pledged in favour of NHIDCL payable at Mawkyrwat and other requisite documents on or before 25.03.2021 by 1300 (Hours) to the General Manager (Projects) PMU-Mawkyrwat Office: Hot Spring, Guest House Umjarain Village, Jakrem, Mawkyrwat, Meghalaya, Meghalaya-793114.

No bid shall be entertained after the deadline under any circumstances whatsoever.

3. The Technical Bid of bidders will be opened at 1500 (Hours) on 25.03.2021 and Financial Bid will be opened at 1100 (Hours) on 26.03.2021 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- Mawkyrwat in this regard shall be final and binding on all.

6. The Bid document can be downloaded from the website www.nhidcl.com from 20.03.2021 up to 25.03.2021 (1100Hrs) and can be obtained from the NHIDCL,PMU-Mawkyrwat within 1100 Hrs to 1300 Hrs on all working days.

7. The document fee will be accepted in the form of DD in favour of NHIDCL payable at Mawkyrwat (Non-Refundable).

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	20.03.2021
2.	Date of Sale of Bid Documents	20.03.2021 Onwards
3.	Date of close of sale of Bid Documents	25.03.2021 (1100 Hrs)
4.	Last Date of submission of Bid (hard copy)	25.03.2021 (1300 Hrs)
5.	Date of Opening of Technical Bids	25.03.2021 (1500 Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	26.03.2021 (1100 Hrs)
7.	Validity of Bid	90 Days




General Manager (P)

Hot Spring, Guest House Umjarain Village, Jakrem, Mawkyrwat

South West Khasi Hills District 793114

Email: nhidclmawkyrwat@gmail.com/gmshillongnhidcl@yahoo.com

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

Name of work: Notice Inviting Bid for Lease of Office Premises of Site Office at Nongjri, South West Khasi Hills District, Meghalaya.

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 minimum 100 sq.m carpet area approx. 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 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 NONGJRI, South West Khasi Hills District, Meghalaya. 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:-

Sl. No.	Particulars	Marks
1.	Suitability of location (within a distance of 3 km from the office of the Secretary, Roads and Bridges Department, Government); 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.	5

9	Basic furnishing and fixtures including Cupboards, Fans, Geysers, Lights etc	15
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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 General Manager (P), NHIDCL, PMU-Mawkyrwat 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 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 agreed amount of rent.

NHIDCL shall be at liberty to vacate the premises at any time during the currency of lease by giving one month's advance notice in writing, without paying any compensation for earlier termination of lease term.

b. 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.

c. 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.

d. The Lessor shall ensure adequate supply of water and electricity from Government sources and ensure adequate parking space for Lessee's at least 03 light vehicles.

e. Maintenance/Repairs:

(i) NHIDCL shall bear actual charges for consumption of electricity and water. The owner shall undertake to provide separate electricity/water meters for this purpose.

(ii) 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.

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

g. GST will be borne by Authority if any claimed by owner with GST No. & Registration.

h. 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 General Manager (P), NHIDCL payable at Mawkyrwat from the Office of the General Manager (Projects), mentioned below or can be downloaded from NHIDCL website.


Last Date of submission: **The tender complete in all respects should reach the office of the General Manager (Projects), PMU-Mawkyrwat Office: Hot Spring, Guest House Umjarain Village, Jakrem, Mawkyrwat, South West Khasi Hills District , Meghalaya- 793114 on any working days between 21.03.2021 to 25.03.2021 upto 1300 hrs.**

8. **Opening of Tender:** The Technical Bids shall be opened at 1500 hrs on the last day of the receipt of tender i.e. 25.03.2021 and the financial bid will be opened at 1100 hrs on 26.03.2021.

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

10. Conditional bids will 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.

11. Any change or amendment to this notice will be posted on the company website www.nhidcl.com only.


General Manager (P) 18-3-2021

Hot Spring, Guest House Umjarain Village, Jakrem, Mawkyrwat

South West Khasi Hills District 793114

Email: nhidclmawkyrwat@gmail.com/gmshillongnhidcl@yahoo.com



Format for TECHNICAL BIDS

Subject: Notice Inviting Bid for Lease of Office Premises of Site Office at Nongjri, South West Khasi Hills District, Meghalaya.

S.No.	Particulars	
1.	Address of the building indicating its location, municipality :ward no .locality & other identification marks, such as Dag No.,Parcha etc.	
2	Property taxes if any paid by the house owner indicating the year and month: (photocopy of latest tax receipt to be enclosed).	
3	Whether land purchased is lease hold or free hold? A copy of the deed of the land purchased duly signed in all the pages by the owner to be enclosed.	
4.1	A copy of the sanctioned plan of the Building including: NOC (with seal and signature of 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.	
4.2	In the drawing, occupied/ to be occupied portion shall be hazed	
4.3	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	Services Provided	
7.1	Water supply: Whether Municipal water supply is available; suitability of water for drinking should also be indicated.	
7.2	Type of Sewerage	
7.3	Electricity: Whether surface or concealed wiring.	
7.4	Drains Type of drains provided.	
7.5	Fencing/compound wall: Is there any proper fencing/Compound wall.	
7.6	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 having valid market able 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 BID

Subject: Notice Inviting Bid for Lease of Office Premises of Site Office at Nongjri, South West Khasi Hills District, Meghalaya.

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. NHIDCL Site office at Nongjri, South West Khasi Hills District, Meghalaya.

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