

NOTICE INVITING TENDER/ QUOTATION

1. Name of the Work : Notice Inviting Tender (NIT) for “Hiring of space on lease basis for NHIDCL Site Office at Keylong, Himachal Pradesh.”

The last date for receipt of complete tender in the office of the undersigned is 20.07.2020 up to 12:00 hours.

For further details please visit *Current Tender Section* of NHIDCL website:

www.nhidcl.com

Sd/-

General Manager (P)

PMU-Leh Ladakh

Tsenela House,

Near Indian Oil Depot,

Agling, Leh-194101

Email: nhidcl.leh@gmail.com

1. Name of the work: - Notice Inviting Tender (NIT) for “Hiring of space on lease basis for NHIDCL Site Office at Keylong, Himachal Pradesh.”

Sealed quotations in the form of Two Bid System ie Technical Bid & Financial Bid are invited from the owners who have “*ready to move in*” premises and can handover such premises to NHIDCL on lease for a period of at least three years with an agreement to renew the lease on same terms and conditions except the increase in rent and other charges for two tenures of 3 years each and one tenure of 2 years 11 months after expiry of the initial period of 3 years.

1. Scope of work:

NHIDCL invites bids for hiring about 100 sq m carpet area (approx.) on lease basis.

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 in support of ownership/ title of the property.

(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 sealed cover marked “BIDS FOR OFFICE PREMISES for NHIDCL at Keylong, Himachal Pradesh”. 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:-

SN	Particulars	Marks
1	Suitability of location:	10
	Address of the building indicating its location, municipality:	
	Ward No. locality & other identification marks, such as Dag No., Patta No. etc.	
2	Plan of building and area to be leased:	10
	A copy of the sanctioned of the building including	
	NOC (with seal and signature of J.M.D.A / 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.	

3	Year of construction of the building & type of building	5
4	Area of vacant land to be used by the company No of Car Parkings	5 5
5	Water supply: whether running water supply is available through out the year or not; Suitability of water for drinking should also be indicated.	10 5
6	Heating System for complete building available or not	10
7	Type of sewerage	10
8	Electricity: Whether surface or concealed wiring; Power Back up available or not	10 5
9	Fencing/compound wall: Is there any proper fencing/compound wall.	5
10	Basic furnishing and fixtures including Fans, Lights etc.	10

4. 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.

5. 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 transfer within 15 days. However in unforeseen circumstances if the rent is not paid in time, the company shall not pay any interest on late payment.

(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 rate will be revised after every year @ NIL.

6. TERMS AND CONDITIONS:

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- a. The lease may be renewed on the same terms and conditions except the increase in rent and other charges 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. NHIDCL shall be at liberty to vacate the premises at any time during the pendency of lease by giving two month's advance notice in writing without paying any compensation for earlier termination.
 - 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 ensure adequate supply of running water and electricity throughout the year and ensure adequate parking space for Lessee's (at least 02 light vehicles).
- f. 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.
 - 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.
- g. All statutory taxes, if any, shall be borne by the owner.
- h. Lessee would pay GST to the Lessor only when a proper GST compliant invoice clearly mentioning Invoice No, Date, Rent Amount, GST Rate, HSN Code / SAC is raised by them.
- i. Offers/Proposals from agents / brokers will not be accepted.

8. A copy of the blank bid document along with other terms & conditions may be obtained from the office of the General Manager (P), PMU-Leh, NHIDCL, UT of Ladakh on any working day between 07.07.2020 to 16.07.2020. 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 20.07.2020 up to 12:00 hrs. The document fee of Rs 500/- will be accepted in the form of DD in favour of National Highways and Infrastructure Development Corporation Limited, payable at Leh, UT of Ladakh (Non - Refundable)

9. 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 15:00 hours in NHIDCL, PMU- Leh, UT of Ladakh.
10. GM (P), PMU-Leh, NHIDCL, hereinafter shall be “Lessee” and signing of lease agreement, operation of agreement (viz. payment etc.) shall be executed by him.
11. NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.
12. Any change or amendment to this notice will be posted on the company website www.nhidcl.com only.

The Bid Security/Earnest Money

The Bidders shall furnish, as part of the quotation Bid Security of Rs. 2,500/- in the form of Demand Draft in favour of National Highways & Infrastructure Development Corporation Limited payable at Leh, UT of Ladakh. Any quotation not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive. The Bid Security of Unsuccessful bidders will be returned within 45 days after opening of Bids or issue of LOA whichever is earlier. The Bid Security of the Successful Bidder shall be converted in to Performance Security upon signing of the Agreement. The Bid shall remain valid for a period of 30 days of opening.

The Performance Security shall be refunded within one month, after the successful completion of the contract.

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.

Sd/-
General Manager (P)
PMU- Leh Ladakh
Tsenela House,
Near Indian Oil Depot,
Agling, Leh-194101

Format for TECHNICAL BIDS

Subject	Hiring of Accommodation for opening of NHIDCL Site Office at Keylong, Himachal Pradesh	
S. N	Particulars	
1	Address of the building indicating its location, municipality: ward no. locality & other identification marks, such as Dag No., Patta No. 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 leasehold duly signed in all the pages by the owner to be enclosed.	
4	A copy of the sanctioned plan of the building including:	
4.1	NOC (with seal and signature of Municipality Authority/ Local administration) showing various dimensions, wall thickness, land boundaries, compound wall, parking space etc. (Drawing/Plan shall be submitted with signature of both house owner and authority.	
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 all the floors	
5	Year of construction of the building & Type of building	
6	Area of vacant land to be used by the company	
7	No of Car Parkings	
8	Services Provided	
8.1	Water supply: whether municipal running water supply is available through out the year or not;	
8.2	Suitability of water for drinking should also be indicated.	
8.3	Type of Heating System for complete building	
8.4	Type of sewerage	
8.5	Electricity: Whether surface or concealed wiring	
8.6	Power Back Up arrangement	
8.7	Drains: Type of drains provided	
8.8	Fencing/compound wall:	
	Is there any proper fencing/compound wall:	
8.9	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 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 BID

Subject: Hiring of Accommodation for opening of NHIDCL Site Office at Keylong, Himachal Pradesh

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. Site Office - Keylong, NHIDCL.

Rent payable at the following rate:-

Total carpet area offered for rent / lease		
		_____ sqft
Rate per sq. ft. per month (inclusive of all taxes and charges) on carpet area basis	Amount in figures	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