



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

**RFP**

**for**

**Name of Work: Notice Inviting Bid for Lease of Office Premises of NHIDCL, Project  
Monitoring Unit –Dharmanagar, North Tripura District, 799250**

**BID DOCUMENT**

**March - 2021**

**Office of the Executive Director (P) - Regional Office  
National Highways & Infrastructure Development Corp. Ltd.  
3rd Floor, UD Bhawan, Near Ravindra Bhawan, Sakuntala Road, Agartala, Tripura-799001,**

**CONTENTS OF BID DOCUMENT**

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**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.****NOTICE INVITING TENDER****Name of work :- Notice Inviting Bid for Lease of Office Premises of NHIDCL, Project Monitoring Unit – Dharmanagar, North Tripura District ,799250**

1. Sealed bids are invited under Two Bid System i.e. Technical Bid and Financial Bid. NHIDCL requires accommodation on lease of 300-350 Sqm. carpet area (approx.) for opening of Project Monitoring Unit office at Dharmanagar, North Tripura District in state of Tripura for a period of three years. Last date for the receipt of complete tenders in the office of undersigned is 23.03.2021 up to 1400 Hours.

<b>Name of Work</b>	<b>Carpet Area Sqm.(M<sup>2</sup>)</b>	<b>Cost of documents</b>	<b>EMD/Bid Security</b>	<b>Period of Contract</b>
Hiring of Accommodation for opening of Project Monitoring Unit office at Dharmanagar, North Tripura District in state of Tripura.	300-350 Sqm.	NIL	NIL	Three year

2. Interested Companies/Firms/Agencies/Individual may submit the bid document(s) duly complete with all respect other requisite documents on or before 23.03.2021 by 1400 (Hours) to the Office of Executive Director (P), NHIDCL, Regional Office, Agartala at 3rd Floor, UD Bhawan, Near Ravindra Bhawan, Sakuntala Road, Agartala, Tripura-799001.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 23.03.2021 and Financial Bid will be opened at 1100 (Hours) on 25.03.2021 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 Executive Director (P) NHIDCL, RO-Agartala 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 02.03.2021 up to 23.03.2021 (1500 Hrs) and can be obtained from the office of The Executive Director (Projects), Regional office -Agartala within 1100 Hrs. to 1600 Hrs. on all working days.

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

8. Schedule of tendering Process is given below:

<b>Sl. No.</b>	<b>Description</b>	<b>Period</b>
1.	Date of issue of NIT	02.03.2021
2.	Date of Sale of Bid Documents	02.03.2021 Onwards
3.	Date of close of sale of Bid Documents	23.03.2021 (1400 Hrs)
4.	Last Date of submission of Bid (hard copy)	23.03.2021 (1400 Hrs)

5.	Date of Opening of Technical Bids	23.03.2021 (1500 Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	25.03.2021 (1100 Hrs)
7.	Validity of Bid	60 Days

**Executive Director (P)**  
Regional Office-Agartala  
National Highways & Infrastructure Development Corporation Limited.  
(Ministry of Road Transports & Highways, Government of Tripura)  
Regional Office, 3<sup>rd</sup> floor, UD Bhawan, Near Ravindra bhawan, Sakuntala, Agartala, Tripura  
Email: edp-agartala@nhidcl.com

**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.****Name of work:- Notice Inviting Bid for hiring of office accommodation for opening of NHIDCL Project Monitoring Unit Office- Dharmanagar, North Tripura District in the State of Tripura -799250**

Sealed bids in the form of techno-commercial bids are invited from the owners who have “ready to move in” commercial premises and can handover such premises, free from all encumbrances all claims and disputes/any liabilities and litigations with respect to its ownerships etc. immediately to NHIDCL on lease for a period of Three year.

**1. Scope of work:**

NHIDCL invites bids for hiring of 300-350 Sqm. carpet area (approx.) having facilities of sufficient rooms with attached toilets, kitchen, common area, parking space for 03 (Three) vehicles etc. and other necessary amenities on lease basis for PMU-Dharmanagar a period of 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 .....”. 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: -

S. No.	Particulars	Marks
1.	Suitability of location (Preferably within a distance of <b>3-4 km</b> from office of District Administration ,North Tripura District): Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, such as Dag No., Patta No. etc.	20
2	<b>Plan of building and area to be leased:</b>	15
	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	
3	Year of construction of the building & type of building	15
4	Area of vacant land to be used by NHIDCL.	15
5	Water supply: Whether Municipal water supply is available or not, whether it is from ring well or hand pump; 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 fixing/removable partition , other electric/sanitary fittings/fixtures as per requirements like 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 H-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 The Executive Director (P), NHIDCL, RO-Agartala 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 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.

#### **6. TERMS AND CONDITIONS:**

**a.** The premises shall be made available at least for 03 (Three) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations, annual increment @ 4%.

**b.** The premise should have at least 3 rooms with attached toilets, 1 kitchen and 1 hall within the prescribed carpet area. The Owner will furnish the leased premises by fixing/removable partition and other electric/sanitary fittings/fixtures as per requirements. Independent premises with 3 phase power connection with a minimum 10 kWH load including fixtures in proper working condition and sufficient space to accommodate a 10 kVA DG set shall be provided with adequate car parking area. The electric connection will be provided as Commercial Connection. The owner also agrees to hand over all the electrical and sanitary fittings in proper working condition.

**c.** 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.

**d.** 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.

**e.** 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.

#### **f. 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, repairing of electrical fittings and plumbing accessories if any will be got done by the owner at his/her/their cost. In case, the repairs and / or white / color washing is/are not done by the owner as agreed now, NHIDCL will be at liberty to carry out such repairs white / color washing, etc. at the owners' risk and cost and shall be deducted from the rent payable.

**g. Rental Deposit:**

NHIDCL shall pay rent deposit equivalent to 3 months which will be refunded to the NHIDCL at the time of vacating the premises or NHIDCL will be at liberty to adjust the same from the rent payable.

- h.** GST and other statutory taxes, if any, shall be borne by the owner.
- i.** Offers/Proposals from agents / brokers will not be accepted.
- 7.** The format for the bidding document may be collected from the Office of the Executive Director (Project) ,RO-Agartala mentioned below or can be downloaded from NHIDCL website.
- 8.** Last Date of submission: The tender complete in all respects should reach to Office of Executive Director (Project) NHIDCL, Regional Office, Agartala ,3rd Floor, UD Bhawan, Near Ravindra Bhawan, Sakuntala Road, Agartala, Tripura-799001, RO-Agartala, by 23.03.2021 up to 14:00 hrs.
- 9.** Opening of Tender: The Technical Bids shall be opened at 1500 hrs on the last day of the receipt of tender i.e. 23.03.2021 and the financial bid will be opened at 1100 hrs on 25.03.2021.
- 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 within 03 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](http://www.nhidcl.com) only.

Signature of authorized person with Date & Seal

**Annexure - I****Format for TECHNICAL BIDS**

**Subject: Hiring of Accommodation for opening of NHIDCL Project Monitoring Unit Office- Dharmanagar, North Tripura District in the State of Tripura.**

<b>S. No.</b>	<b>Particulars</b>	
1.	Address of the building indicating its location, municipality : ward no. locality & other identification marks, such as Dag No., Patta No. 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 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.	
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	
6	Services Provided	
6.1	Water supply: Whether Municipal water supply is available or not whether it is from ring well or hand pump; 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, 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 Project Monitoring Unit Office- Dharmanagar, North Tripura District in the State of Tripura.**

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, Project Monitoring Unit Office- Dharmanagar, North Tripura District, Tripura.

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

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

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**