

**Request for Proposal (RFP)**

Request for proposal (RFP) for “Hiring of Office Building on lease basis for NHIDCL RO-Ladakh,Leh,UT of Ladakh.

RFP- 49 /RO-Ladakh/2023

Dated: 03 May 2023

Sealed quotation is invited from the owner 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.

1. Scope of work:

NHIDCL invites bids for hiring at least 4000sqft carpet area (approx.) on lease basis along with open area at least 600sqft for sitting and car parking.

2. Financial part of bid should be as per Annexure 1 in separate envelope.

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 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 with 10 days from receipt of the bill. The rent shall be increased by 10% on each completed years from the date of handing over the premises and other charges shall be same as at the time of agreement.

(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:

1. The lease may be renewed on the same terms and conditions except the increase in rent for two tenures of 3 years each.

2. (i) Lessor can terminate lease agreement by giving advance written notice of three months to the lease and the lease 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.



- (ii) The lessee can terminate agreement by giving advance written notice of three months to the lessor and the lessee shall be immediately on the expiring of notice period to be liable to vacant the hired premises and handover the possession to the lessor.
- (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 etc. 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) Bidder should have registration number under GST Act.
- (h) 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 for the period of utilization of hired premises.
  - (ii) Repair and maintenance expenditure of hired building will be borne by NHIDCL.
  - (iii) Lessee also acknowledge that Lessor will not provide insurance coverage for Lessee's property, nor shall Lessor be responsible for any loss of Lessee 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) Offer/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 from 04.05.2023 11:00 Hrs to 23.05.2023 11:00 Hrs. The Quotation form can also be downloaded from NHIDCL website [www.nhidcl.com](http://www.nhidcl.com). The last date for submission of the duly filled-in bids shall be 23.05.2023 upto 11:00 hrs. The documents cost of Rs 590/- (Including GST) and EMD of Rs.10,000/- (Ten thousand only) will be accepted through IMPC/NEFT/RTGS/DD in favour of **NHIDCL Establishment Account, NHIDCL (Canara Bank , Leh branch, SB Account No - 76513070002321, IFSC- CNRB0017651)** 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 online deposited have to be submitted with bid document. The bids will be opened on 24.05.2023 at 14:00 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 as non-responsive.
- 8. The Bid Security of bidders will be returned within 45 days after issuing of Letter of Acceptance (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 bidder on the last day of the receipt of the tender at 11:00 hours in NHIDCL, RO-Ladakh, UT of Ladakh.
11. ED(P), RO-Ladakh, Leh, NHIDCL, herewith shall be "Lessee" and signing of lease agreement, operation of agreement(viz, payment etc.) shall be executed by him.
12. NHIDCL reserve the right to reject any or all of the tender without assigning reason.
13. Any change or amendment to this notice will be posted on the company website [www.nhidcl.com](http://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/details are required with ibid document:
  - (i) Self-attested photocopy of Aadhar Card.
  - (ii) Self-attested photocopy of PAN Card.
  - (iv) Self-attested copy of ownership document of the premises;
  - (v) Self-attested photocopy of GST certificate if registered;
  - (vi) Financial bid as mentioned in Annexure 1 in RFP;
  - (vii) Mobile No. And e-mail address of the bidder.

**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)  
NHIDCL RO-Ladakh  
Yarts House,  
Near changspa Farm,  
Leh, UT of Ladakh



Annexure-1

**Financial BID**

Subject: Request for proposal (RFP) for “Hiring of Office Building on lease basis for NHIDCL RO-Ladakh,Leh,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 below for your Office i.e. NHIDCL RO-LADAKH, Leh,UT of Ladakh.

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 monthly( inclusive of all taxes and GST)	Amount in figures (Rs.)	

Rent payable at the following rate ( Financial quote)

I/We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted/sanctioned of the lease at an early date. I / We undertake to bear the entire towards stamp duty and registration of the lease deed.

**Signature of Property/House/ Building owner along with name and seal if applicable**