



## **Site Office, Diglipur**

### **INVITATION OF QUOTATION FOR OFFICE ACCOMODATION**

The NHIDCL, Site Office, Diglipur requires office space, measuring 100m<sup>2</sup> on rent basis. Offers are invited from interested persons/firms/companies in prescribed format and subject to terms and conditions, which can be collected from NHIDCL, PMU, Mayabunder Office Address i.e NHIDCL, PMU, Mayabunder, Lucknow, Above ICICI Bank, P.O. Webi – 744204, Ph: 03192-273188, 203168. The sealed quotations/offers shall be submitted to the under signed quotations/offers shall be submitted to the undersigned latest by 07.06.2021 at 03.00 PM and all the received quotation/offers shall be opened on 07.06.2021 at 04.00 PM in the presence of the authorized representative of the interested parties. The instant press release is only informatory in nature and interested parties are advised to visit the above mentioned address for further details.

(Sunil Kumar)  
**Dy. General Manager (P)**  
NHIDCL, PMU  
Mayabunder.



**Site Office, Diglipur**

**TERMS & CONDITION FOR**  
**INVITATION OF QUOTATION FOR OFFICE**  
**ACCOMODATION**

The Deputy General Manager (P), National Highways & Infrastructure Development Corporation Limited (NHIDCL) Site Office, Diglipur i.e Office space is required on rent for the office and offers are invited from interested person/firms/companies subject to the conditions as under:

1. The accommodation should have a carpet area of about 100 sq mt preferably on a single floor, with the following features/amenities.
  - a. Electricity connection with adequate electrical fixtures and power back up with provision for installation of independent meter/sub-meter.
  - b. Water supply.
  - c. Separate toilets for ladies and gentlemen.
  - d. Sufficient parking space for the office and visitors.
  - e. Adequate security arrangements.
2. The building should preferably be in Diglipur (Bazar).
3. Annual rent increase as per the lease agreement it shall be negotiable and in no case the annual rent increase shall be more than 4% and admissible only on annual extension.
4. The proposed rental ceiling will be valid for a period of 3 years after which they may be reviewed afresh. It may be extended further upto mutual consent of the parties.

- 5.** The security deposit and advance rent shall be 2 months' rent only, which is inclusive of 1 month rent in advance.
- 6.** The Quotationer should furnish specifically regarding the electricity charges, water charges etc., if payable by the tenant or by the house owner. If no details are furnished then the Quotationer is responsible for payable in this regard.
- 7.** That at the time occupation the lesser shall ensure that all sanitary, electrical and other fittings and fixtures are in perfect order and responsible to restore them in condition inclusive of the painting works.
- 8.** The monthly rental for the accommodation shall be payable by the NHIDCL through NEFT by the 10<sup>th</sup> of every month.
- 9.** NHIDCL at liability to vacate at any time during the pendency of lease by giving 1 months advance notice in writing without any liability of any compensation for earlier termination.
- 10.** i) All taxes payable in respect of the property shall be borne by the owner of the property.  
ii) Continuous electricity and water supply, power backup etc. will be ensured at all the times by the owner of the property,  
iii) Applicable GST/Income Tax and other taxes will be deducted from the monthly payment towards the rent.  
iv) The house owner is fully responsible for attending all maintenances/ regular services of fixtures as when it requires.
- 11.** In case the bidder is willing to offer furnish accommodation, he /she should separately quote for that. The Deputy General Manager (P) would specify its requirements regarding furnishing etc. Separately on request of the applicant.
- 12.** The interested parties should send their proposal in a sealed cover superscribing "Quotation for Accommodation" latest by 07.06.2021 upto 03.00 PM and all the received quotations/offers shall be opened on same day 07.06.2021 at 04.00 PM in the presence of the authorized representative of the interested parties.

**13.** The proposal should be submitted in two envelopes. The first envelopes should contain the “Technical Bid” consisting of technical parameters like design parameters picture of property, the second envelops should be super-scribed as “Financial Bid” containing the commercial aspects such as the rent proposed to be charged and other financial terms and conditions. Both the envelopes should be placed in one envelop super-scribed as “Offer for office accommodation”.

**14.** The Technical bid should be submitted in the following format:

<b>Sl.No</b>	<b>Subject</b>	<b>Particulars</b>
1.	Ownership of the land and the building thereon	
2.	Location and address of the offered accommodation	
3.	Super area (in sq ft)	
4.	Plinth area (in sq ft)	
5.	Carpet area (in sq ft)	
6.	Floor (in case of multi – storey building)	
7.	Lay-out sketch of approved plan of the accommodation on offer.	
8.	State clearly, if the office use is a legally permissible use or not	
9.	Status of approvals from competent authorities for the required usage.	
10.	Status of fire fighting arrangement	
11.	Facilities and amenities available	
12.	Parking facilities	
13.	Clearance/N all the relevant Central/State/Municipal Authorities and fire department for use as office premises conforming to the applicable laws.	
14.	Furnishing status with details	
15.	Arrangement for security in place	

**16.** The financial bid will inter-alia include:

- a.** The expected amount of rent as Rupees per Month. The rent offered should be inclusive of property tax or any other tax required to be paid by the property owner.

**17. Other Conditions:**

- a.** The Deputy General Manager (P), NHIDCL, PMU, Mayabunder reserves the right to reject any bid without assigning any reason.

**18. Procedure for Selection:**

- a.** The Deputy General Manager (P), NHIDCL, PMU, Mayabunder will open the technical bids and evaluate the offer on the basis of suitability of the space offered and the offers found suitable will be short listed for this purpose. He is free to take help of any expert as deemed fit.
- b.** The financial bids of only those parties will be opened whose technical bids are short listed.

(Sunil Kumar)  
**Dy. General Manager (P)**  
NHIDCL, PMU  
Mayabunder.