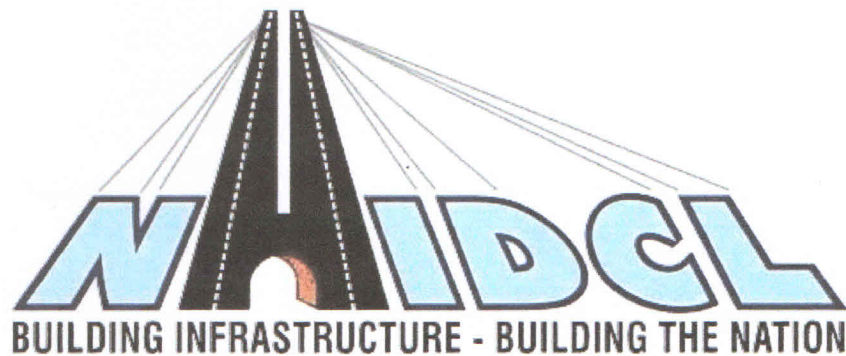




**National Highways & Infrastructure Development Corporation Ltd.
(Under Ministry of Road, Transport & Highways, Govt. of India)**

Name of Work: Notice Inviting Bid for Lease of Office Premises of Project Monitor Unit at Tura, West Garo Hills District, Meghalaya.



BID DOCUMENT
October 2021

Office of the General Manager (P), PMU-Tura
National Highways & Infrastructure Development Corporation Ltd.
House No. 91, C/o P. K. Sangma, Rongkhon Songgital,
Near Dikki Bandi Stadium, Dakopgre, Tura, Meghalaya -794101
Email id: pmutura337@gmail.com

CONTENTS OF BID DOCUMENT

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12.10.2021.

General Manager (Projects)
National Highways & Infrastructure
Development Corporation Limited
Project Monitor Unit, Tura-794001

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

NOTICE INVITING TENDER

Name of work: Notice Inviting Bid for Lease of Office Premises of Project Monitor Unit at Tura, West Garo 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 2000 Sqft carpet area (approx) for office of the General Manager (P), Project Monitor Unit office for a period of three years. Last date for the receipt of complete tenders in the office of undersigned is 29.10.2021 upto 1300 Hours.

Name of work	Min Carpet Area	Cost of Documents	EMD/Bid Security	Period of Contract
Hiring of Accommodation for Office Premises of Project Monitor Unit at Tura, West Garo Hills District, Meghalaya	2000 sq.ft	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 Tura and other requisite documents on or before 29.10.2021 by 1300 (Hours) to the General Manager (Projects) PMU-Tura Office: House No.91, c/o P.K. Sangma. Rongkhon Songgital, Near Dikki Bandi Stadium, Dakopgre, Tura, Meghalaya- 794101. *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 29.10.2021 and Financial Bid will be opened at 1100 (Hours) on 30.10.2021 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.

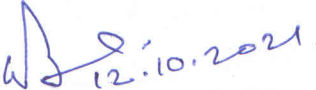
5. NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to accept or reject any or all the bids without assigning any notice or reason whatsoever and without incurring any liability to the effected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, PMU-Tura in this regard shall be final and binding on all.

6. The Bid document can be downloaded from the website www.nhidcl.com from 14.10.2021 up to 29.10.2021 (1100 Hrs) and can be obtained from the NHIDCL, PMU-Tura 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 Tura (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:


12.10.2021.
General Manager (Projects)
National Highways & Infrastructure
Development Corporation Limited
Project Monitor Unit, Tura-794001

Sl. No.	Description	Period
1.	Date of issue of NIT	14.10.2021
2.	Date of Sale of Bid Documents	14.10.2021 onwards
3.	Date of close of sale of Bid Documents .	29.10.2021 (1100 Hrs)
4.	Last Date of submission of Bid (hard copy)	29.10.2020 (1300 Hrs)
5.	Date of Opening of Technical Bids	29.10.2021 (1500 Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	30.10.2021 (1100 Hrs)
7.	Validity of Bid	60 Days

 12.10.2021.

General Manager (P)
 NHIDCL, PMU-Tura
 House No.91, c/o P.K. Sangma. Rongkhon
 Songgital, Near Dikki Bandi Stadium,
 Dakopgre, Tura, Meghalaya-794101
 Email: pmutura337@gmail.com

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

Name of work: Notice Inviting Bid for Lease of Office Premises of Project Monitor Unit at Tura, West Garo 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 handover 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 2000 sq.ft 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 Tura, West Garo 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 Tura Town): Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, such as Dag no., etc.	20
2	Plan of building and area to be leased: A copy of the plan of the building including : 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

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-Tura 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.

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

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 office use of the premises will be borne by the owner.

e. 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.

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 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.

 12.10.2021

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

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

g. 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 Tura from the Office of the General Manager (Projects), mentioned below or can be downloaded from NHIDCL website.

8. **Last Date of submission:** The tender complete in all respects should reach the office of the General Manager (Projects), **PMU-Tura Office: House No.91, c/o P.K. Sangma. Rongkhon Songgital, Near Dikki Bandi Stadium, Dakopgre, Tura, Meghalaya-794101 on any working days between 14.10.2021 to 29.10.2021 upto 1300 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. 29.10.2021 and the financial bid will be opened at 1100 hrs on 30.10.2021.

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 07 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 only.

 12.10.2021.

General Manager (P)
NHIDCL, PMU-Tura
House No.91, c/o P.K. Sangma.
Rongkhon Songgital, Near Dikki
Bandi Stadium, Dakopgre,
Tura, Meghalaya-794101

Terms of Reference

1. The building offer should be ready for immediate occupation. The Bid will be acceptable only from original owner of the building or the person having valid power of attorney. The space offered should be free from all encumbrances/ claims and disputes/any liabilities and litigations with respect to its ownerships, lease/renting and pending payments against the offered space. The Owner is responsible for payment of all taxes for the above house and nothing shall be paid extra by NHIDCL.
2. The Tenant shall pay all charges relating to electricity and water as per Bills including any interest of penalty for delayed payment raised by electricity and water department during the continuance of period of lease directly to them.
3. The owner should not give said portions of house on rent or keep anyone in the said portions (under occupation of NHIDCL, PMU-Tura) without the written permission of NHIDCL, PMU-Tura.
4. The routine maintenance of the premises which includes colouring/painting of building, repairing of electrical fittings and plumbing accessories if any, shall be borne by the owner.
5. The monthly rent shall be paid on advance of each month or period thereof within 10th of the month through E-Payment.
6. 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.
7. NHIDCL, PMU-Tura if so desires to make its own arrangement elsewhere, shall vacate the house of the owner by giving 1 month prior notice or rent to owner whichever is convenient to NHIDCL, PMU-Tura.
8. The monthly rent as agreed and fixed is a lump sum amount and shall be paid by NHIDCL, PMU-Tura for entire house measuring area including open space in premises and nothing extra shall be paid. Statutory deductions will be made as per Central/State Govt. rules.
9. In case, there is necessity of committing any annual rent increase in the lease Agreement, the same shall be negotiated with the owner and in no case, the annual rent increase shall not be more than 4%.
10. The owner has agreed to provide 3 phase electricity connection in the house at no extra cost to NHIDCL, PMU-Tura. The owner also agrees to hand over all the electrical and sanitary fittings in proper working condition.
11. NHIDCL, PMU-Tura will furnish the leased premises by fixing/removable partition and other electric/sanitary fittings/fixtures as per requirements. The owner should not

 12.10.2021

have any objection during installation/furnishing and removal of all the items provided/fixed by NHIDCL, PMU-Tura. The owner, however, shall be returned the house including premises etc. in the same condition, in which it has been given possession to the NHIDCL, PMU-Tura.

12. NHIDCL shall pay rent deposit equivalent to maximum of 2 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.

13. The provisions/stipulations related to Goods and Services Tax (GST) shall be governed by THE CENTRAL GOODS AND SERVICES TAX ACT, 2017 and its subsequent amendments/clarifications/incorporation issued by the Government from time to time.

14. The Client or his Authorized representative reserves the right to verify/inspect the building before opening of the Financial Proposal and reject it out rightly, if the building/any aspect of the building does not confirm to the requirements. The shortlisted bidders will be informed for arranging site inspection of the offered premises.

15. Specific requirement (if any) have been stipulated in the technical and financial bid document.

16. IN WITNESS WHEREAS the parties have here to act and subscribe their respective hands and/or seals the day and year respectively mentioned against the respective signatures.

W 12.10.2021.
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W
General Manager (Projects)
National Highways & Infrastructure
Development Corporation Limited
Project Monitor Unit, Tura-794001

Annexure - I

Format for TECHNICAL BIDS

Subject: Notice Inviting Bid for Lease of Office Premises of Project Monitor Unit at Tura, West Garo 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. 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 or freehold? 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: 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	
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,	

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

 12.10.2021.

FINANCIAL BID

Subject: Notice Inviting Bid for Lease of Office Premises of Project Monitor Unit at Tura, West Garo 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 Project Monitor Unit at Tura, West Garo 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


12.10.2021,
General Manager (Projects)
National Highways & Infrastructure
Development Corporation Limited
Project Monitor Unit, Tura-794001

DETAILS OF BANK ACCOUNT**(RTGS/NEFT facility for receiving payments)**

Sl. No.	Particulars	To be filled by the bidder
1.	Name(s) of Account Holder (s)	
2.	Address of Account Holder (s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold NHIDCL responsible.

(Signature(s) of account holder(s))
Name(s) of Account holder(s)

SIGNATURE OF BIDDER/Authorized representative


12.10.2021
General Manager (Projects)
National Highways & Infrastructure
Development Corporation Limited
Project Monitor Unit, Tura-794001