



**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT
CORPORATION Ltd. (Under Ministry of Road, Transport &
Highways, Govt. of India)**

**Name of Work: Hiring of Accommodation for Regional Office of NHIDCL at
Itanagar, Arunachal Pradesh-791111**

BID DOCUMENT

January, 2021

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NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION Ltd.

(Ministry of Road, Transport & Highways, Govt. of India)

Itanagar, Arunachal Pradesh – 791111

NOTICE INVITING BID

**Name of Work: Hiring of Accommodation for regional Office of NHIDCL at
Itanagar Arunachal Pradesh.**

1. Sealed bids are invited under Two Bid system i.e. Technical Bid and financial Bid. NHIDCL requires accommodation on rent/lease for its Regional Office for a period of three years. Last date for the receipt of complete tenders in the office of undersigned is **27.01.2021 upto 15:00 Hours**.

Name of work	Min carpet Area	Cost of Documents	Period of Contract
Hiring Accommodation for Regional Office of NHIDCL at Itanagar in the state of Arunachal Pradesh	No restriction	Rs 1000/-+18% GST	03 Years

2. Interested Companies / Firms/Agencies/Individual may submit bid documents complete in all respect along with cost of Bid Document for an amount of **Rs 1180/- (Rs One Thousand One Hundred and Eighty Only)** in the form of Demand Draft pledged in favour of Regional Office, NHIDCL, Itanagar, Arunachal Pradesh and other requisite documents on or before **27.01.2021 by 15:00 (Hours)** to the Regional Office Itanagar, C/o NHIDCL RO-Itanagar Near Durga Mandir NitiVihar, Arunachal Pradesh 791111. No Tender shall be entertained after this deadline under any circumstance whatsoever.
3. The Technical Bid of bidders will be opened at **1500 (Hours) on 28.01.2021** and Financial Bid will be opened at **1100 (Hours) on 01.02.2021** in the presence of bidders/authorized representative of Bidders who chose to attend the opening.
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 bids without assigning any notice or reason whatsoever and without incurring any liability to the effected bidders. The decision of the National Highway and infrastructure Development Corporation Limited, Regional office - Itanagar in this regard shall be final and bidding on all.

Signature of authorized person with Date & Seal _____

6. The Bid documents can be downloaded from the website www.nhidcl.com from 06.01.2021 up to 27.01.2021 (1500 Hrs) or can be obtained from the Regional Officer, NHIDCL RO-Itanagar between 1100 Hrs to 1600 Hrs on all working days.
7. The documents fee will be accepted in the form of DD in favour of NHIDCL, Regional Office – Itanagar payable at Itanagar Arunachal Pradesh (Non-Refundable).
8. The bidders should go through the terms and conditions and other details which are attached as Annexure – I&II.
9. Scheduled of tendering process is given below:

Sl. No.	Description	Period
1	Date of issue of NIT	06.01.2021
2	Date of sale of Bid Documents	06.01.2021 onwards
3	Date of close of sale of bid Documents	27.01.2021 (1500 Hrs)
4	Last Date of submission of Bid (Hard copy)	27.01.2021 (1500 Hrs)
5	Date of Opening of technical Bids	28.01.2021 (1500 Hrs)
6	Date of opening of Financial Bids of Qualified Applicants	01.02.2021 (1100 Hrs)
7	Validity of Bid	60 Days

Executive Director (P)
NHIDCL
Regional Office – Itanagar
Near Durga Mandir, VIP Road ,Niti Vihar,
Itanagar – 791111
Mob.: 9878871064/ 9452912345
Email: roitanagarnhidcl@gmail.com

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Itanagar, Arunachal Pradesh – 791111

Name of Work: Hiring of Accommodation for regional Office of NHIDCL at Itanagar Arunachal Pradesh.

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** initially.

1. Scope of work:

NHIDCL invites bids for hiring Regional Office premises, having facilities of sufficient rooms with attached toilets, conference hall, meeting hall, kitchen, open assembly area, parking area (at least 8 nos. four wheeled vehicles), power backup (silent generator) 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 CARD of the owner and documents in support of ownership title of the property; and
- (ii) Financial proposal as specified in the **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:-

Sl. No.	Particulars	Marks
1.	<u>Suitability of location:</u> Address of the building indicating its location, Municipality: ward No. locality & other identification marks, such as Dag No. Patta No. etc.	20
2.	<u>Plan of building and area to be leased.</u> A copy of the sanctioned plan of the building including: NOC (with seal and signature of JDA/Municipality Authority) showing	15

Sl. No.	Particulars	Marks
	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. [Area 6000 Sq. Ft area - 75% Marks and each increment of 1000 Sq. Ft area 5% marks will be provided].	
3.	Year of construction of the building & type of building (for building completed in FY 2020-21; 100% marks will provided. [2019-20- Less 10%; 2018-19-Less 20% and so on]	15
4.	Area of vacant land to be used by the office. [Min 1000 Sq. ft area]-75%; each 100 Sq. ft area 5% Increment.	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, garbage collection area with disposal system.	5
7.	Electricity: Power Backup availability, fitting of wire (open or concealed).	5
8.	Fencing/compound wall: Is there any proper fencing/Compound wall.	5
9.	Basic furnishing and fixtures including Cupboards, Fans, Lights, etc.	10
10.	Availability of adequate security light in and around of complex	5
Total Marks		100

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 Executive Director (P), NHIDCL, RO-Itanagar 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 and renovation 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 in time, the 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 commercial use of the premises will be borne by the owner.
- e) 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 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 owner's risk and cost and shall be deducted from the rent payable.
- f) Rental Deposit:**

NHIDCL shall pay advance rent / rent deposit equivalent to maximum of 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.
- g)** GST and other applicable taxes, if any, shall be borne by the owner.
- h)** 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 NHIDCL, Regional Office, Itanagar from the Office of the Executive Director (Projects) mentioned in Para 9 of NIB.
8. Last date of submission: The tender complete in all respects should reach the Executive Director (Projects), RO-Itanagar, NHIDCL: Near Durga Mandir, NitiVihar, Itanagar, A. P. – 791111 by **27.01.2021 upto 15:00 hrs.**
9. **Opening of Tender:** The Technical Bids shall be opened at 15:00 hrs on the next day of the receipt of tender i.e. 28.01.2021 and the Financial Bid will be opened at **1100 hrs on 01.02.2021.**
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.

Signature of authorized person with Date & Seal _____.

Format for TECHNICAL BIDS

Subject: Hiring of Accommodation for Regional Office of NHIDCL at Itanagar, Arunachal Pradesh.

S. No.	Particulars	Remarks
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	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)	
3.1	In the Drawing, occupied/to be occupied portion shall be hazed.	
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 to drinking should also be indicated. Availability of 24 hrs water supply.	
6.2	Type of Sewerage and garbage disposal area.	
6.3	Electricity: Whether surface or concealed wiring. Availability of power backup (silent generator set).	
6.4	Drains: Type of drains provided.	
6.5	Fencing / Compound wall: Is there any proper fencing/compound wall and security Gate & Lights.	
6.6	List of basic Furnishing and fixtures including Fans, Geysers, ACs, etc.	
6.7	Non-encumbrance certificate from Competent Authority	

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 Office Accommodation for Regional Office of NHIDCL at Itanagar Arunachal 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. NHIDCL, Regional Office Itanagar, near Durga Mandir, Niti Vihar, Arunachal Pradesh-791111.

Rent payable at the following rate:-

Total carpet area offered for rent / lease Rate per Sq. ft (inclusive of all taxes and charges) on carpet area basis.	Amount in figure (Rs.)	Amount in words(Rs.)

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