

National Highways & Infrastructure Development Corporation Limited

**(Ministry of Road Transport & Highways
Government of India)**

Executive Director (P): - Gangtok, Sikkim

Notice Inviting Tenders/Quotations

- 1. Name of the work: -** RFP for the hiring of office space on lease basis for a period of 01 years for RO Office at Gangtok under RO, Sikkim.

The last date for receipt of complete tender in the office of the undersigned is 07/08/2021 upto 12:00 hours.

For further details please visit current tender section of NHIDCL website: www.nhidcl.com.

The format for the bidding document may be collected from the Office of the Executive Director (P) mentioned below or can be downloaded from NHIDCL website.

General Manager
RO-Gangtok
Near SDF Bhawan,
Indira Bypass Road,
Gangtok, East Sikkim-737102
Email: edpsikkimnhidcl@gmail.com

National Highways & Infrastructure Development Corporation Limited
Under the Ministry of Road Transport & Highways
Government of India

Name of the work: - RFP for the hiring of office space on lease basis for a period of 01 years for RO Office at Gangtok under RO, Sikkim.

Sealed quotations in the form of techno-commercial bids are invited from the owners who have "ready to move in" premises and can handover such premises to NHIDCL on lease for a period of at least 01 years.

1. Scope of work:

NHIDCL invites bids for hiring of about 100 Sq meter carpet area. Having facilities of rooms with attached toilets, kitchen, common area, Parking space for 03 (three) vehicles etc. on lease basis for a period of at least 01 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 in support of ownership title of the property
- (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 in two sealed covers and both should be kept in single sealed cover marked "BIDS FOR NHIDCL PREMISES AT Gangtok, **Sikkim.**" 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	Mark
1.	Suitability of location:	20
	Address of the building indicating its location, Municipality: .	
	Ward No. locality & other identification marks, such as Dag No., Patta No. etc.	
2	Plan of building and area to be leased:	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 Fans, 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 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 General Manager (LA & Admin), NHIDCL, Sikkim 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 01 (one) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations, annual increment @ 4%.

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

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. lesser.

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 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.

f. Rental Deposit:

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.

- g.** GST and other statutory 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 from the Office of the GM (Projects) mentioned below or can be downloaded from NHIDCL website.
- 8. Last Date of submission:** The tender complete in all respects should reach to General Manager (P), RO–Gangtok, Sikkim Near SDF Bhawan, Indira Bypass Road, Gangtok, East Sikkim-737102, Email: edpsikkimnhidcl@gmail.com by 07/08/2021 Upto 12:00 hrs.
- 9.** Opening of Tender: The Technical Bids shall be opened at 15:00 hrs on the last day of the receipt of tender.
- 10.** NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.
- 11.** Any change or amendment to this notice will be posted on the company website www.nhidcl.com only.

General Manager
RO–Gangtok
Near SDF Bhawan,
Indira Bypass Road,
Gangtok, East Sikkim-737102
Email: edpsikkimnhidcl@gmail.com

Annexure - I

Format for TECHNICAL BID

Subject: RFP for the hiring of office space on lease basis for a period of 01 years for RO Office at Gangtok under RO, Sikkim.

S.	Particulars	
1.	Address of the building indicating its location, municipality: ward no. locality & other identification marks, such as Dag No., Patta 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:	
	NOC (with seal and signature of J.M.D A /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.	
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 NHIDCL	
7	Services Provided	
7.1	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.	
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, 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.

Annexure - II

FINANCIAL BID

Subject: RFP for the hiring of office space on lease basis for a period of 01 years for RO Office at Gangtok under RO, Sikkim

I / We refer to your advertisement dated ___in___(heremention Name of the newspaper/website) and offer to give you on lease the premises described here below for your RO Office at Gangtok under Sikkim.

Rent payable at the following rate: -

Total carpet area offered for rent / lease =		
Rate per Sq. meter (inclusive of all taxes and charges) on carpet area basis	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 at an early date. 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 and address.