



**National Highways & Infrastructure Development Corporation Limited  
(Undertaking of Ministry of Road Transport & Highways)  
PMU-Dibrugarh, Assam 786003**

**Request for Proposal (RFP)**

**Invitation of Bid**

**For**

**Office Accommodation**

**For**

**PMU - Dibrugarh  
(2<sup>nd</sup> Call)**

**October, 2022**

**Dy. General Manager (P)  
NHIDCL, PMU-Dibrugarh  
Opposite ICICI Bank, East Milan Nagar,  
Near Milan Jyoti Sangha, P.O.: C.R. Building,  
District Dibrugarh - 786003, Assam  
Email: nhidclsodbr@gmail.com**

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# **Section -I**

## **Notice Inviting Tender**

REF: NHIDCL/PMU-DBRG/Estt/2022/02

Date: 26.10.2022

National Highways & Infrastructure Development Corporation Limited (Undertaking of Ministry of Road Transport & Highways) invites bids [Single Stage (RFP) process containing Technical and Financial Bids] from Property Owners/Developers/Builders for hiring of Office Accommodation in Dibrugarh, Assam on lease basis, for a period of 36 months for NHIDCL, PMU - Dibrugarh, Assam (2<sup>nd</sup> Call) with the following details:

Office Name	Bid Security	Carpet Area (Sqmt)	Remarks
PMU –Dibrugarh, NHIDCL, Assam	As per RFP	250-300 (Approx)	Preferably near DC office Dibrugarh

1. The Request for Proposal (RFP) including Letter of Invitation (LOI) and Terms of Reference (ToR) is available online on Central Public Procurement Portal of Government of India i.e. <https://eprocure.gov.in>. The document can also be downloaded from NHIDCL website ([www.nhidcl.com](http://www.nhidcl.com)). The detail of Bid Security (amount and form in which it is to be deposited) is specified in the RFP.

2. Bid must be submitted online at Central Public Procurement Portal of Government of India i.e. <https://eprocure.gov.in> on or before **10.11.2022 (upto 15:00 hrs IST)**. The following schedule is to be followed for this assignment:

(i)	Last Date for online submission of documents	<b>10.11.2022 15:00 Hrs IST</b>
(ii)	Date and Time for online opening of Technical Bid of tender Documents	<b>11.11.2022 15:00 Hrs IST</b>

Date and time for online opening of Financial Bid of the tender document shall be intimated separately after finding successful bidders in Technical Bid.

**Note:** The prospective bidders need to possess the required documents/DSC for participating in the e-Tendering process through the Central Public Procurement Portal (e-Procurement) of Government of India.

Raj Kishor Singh  
Deputy General Manager (P)  
National Highways & Infrastructure Development Corporation Limited.  
Project Monitoring Unit-Dibrugarh  
Opposite ICICI Bank, East Milan Nagar,  
Near Milan Jyoti Sangha, P.O.- C.R. Building,  
District: Dibrugarh-786003  
Email: [nhidclsodbr@gmail.com](mailto:nhidclsodbr@gmail.com)

## **Letter of Invitation (Lol)**

REF: NHIDCL/PMU-DBRG /Estt/2022/02

Date: 26.10.2022

**Subject:** Hiring of Office Accommodation on Lease for NHIDCL, PMU - Dibrugarh, Assam-Reg.

Sir,

**1. Introduction**

- 1.1 National Highways & Infrastructure Development Corporation Limited (Undertaking of Ministry of Road Transport & Highways) invites bids [Single Stage (RFP) process containing Technical and Financial Bids] from Property Owners/Developers/Builders for hiring of Office Accommodation in Dibrugarh, Assam on lease basis, for a period of 36 months for NHIDCL, PMU - Dibrugarh, Assam with the following details:

Office Name	Bid Security	Carpet Area(Sqm)	Remarks
PMU- Dibrugarh, NHIDCL, Assam	As per RFP	250-300 (Approx)	Preferably near DC office Dibrugarh

- 1.2 The brief description of the assignment and its requirements are given in the “Terms of Reference”.
- 1.3 The proposals are invited **through e-tender** (on-line bid submission) for this assignment.
- 1.4 Financial Proposals will be opened only for the firms/individuals found to be technically responsive in accordance with Para 5 hereof. The selection of the assignment **will** be done through Least Cost System i.e. **the lowest quoted bidder will be selected.**
- 1.5 Please note that the Client is not bound to accept any of the proposals submitted and reserves the right to reject any or all proposals without assigning any reasons.
- 2 At any time before the submission of proposals, the Client may, for any reason, modify the Documents by amendment or corrigendum. The amendment will be uploaded on CPPP and NHIDCL website. The Client may at its discretion extend the deadline for the submission of proposals and the same shall also be uploaded on CPPP and NHIDCL website.

### 3 Preparation of Proposal

The proposal must be prepared in two parts viz.

Part 1: Technical Bid

Part 2: Financial Bid

#### 3.1 Document in support of Technical Bid:

##### 3.1.1 The following documents must be uploaded along-with the Technical Bid:

###### (i) Documents related to ownership (any two):

- (a) Copy of Electricity Bills for the previous three months, from the date of NIT.
- (b) Copy of House Tax Bills for the previous three months, from the date of NIT.
- (c) Copy of Water/Gas Connection Bills for the previous three months, from the date of NIT (if applicable).
- (d) Copy of AADHAR Card of the property owner.

###### (ii) Copy of Sanctioned Plan of the premises.

###### (iii) Copy of Recent Photographs (Interior and Exterior) of the premises.

###### (iv) PAN Card.

###### (v) Copy of Bank Account Details (1<sup>st</sup> page of Passbook containing information or Cancelled Cheque)

###### (vi) Signed Copy of RFP (excluding Financial Bid) as per Section-5 of “Instructions to Bidders”

##### 3.1.2 Document fee: Not Applicable.

##### 3.1.3 Bid Security: The bidder shall submit bid security in the form of Demand Draft/ Bank Guarantee/Fixed Deposit amounting to **Rs. 20,000/- (Rupees Twenty Thousand Only)** in favour of **“National Highway and Infrastructure Development Corporation Ltd”**, Canara Bank, Dispur, Guwahati valid for a period of 180 days.

##### 3.1.4 The bidder is required to upload, along with its bid and documents as per Section 3.1.1 of Lol, a declaration as per Annexure-I.

##### 3.1.5 The bidder shall furnish **Power of Attorney (POA)** on Rs. 100/- Stamp paper, in case the bidder is not the actual owner of the proposed premise and only an authorized representative of the owner for this bidding. However, in such case, owner should put full Signature in blue ink on all the pages of the Bid. The POA has to be submitted at the address and in a manner specified in the Data Sheet.

##### 3.1.6 The technical proposal must not include any financial information. In case any financial information is provided by the bidder, the bid shall be rejected summarily.

#### 3.2 Financial Bid

##### 3.2.2 The Financial bid should include the costs associated with the assignment. The financial bid should be prepared strictly in accordance of the format

specified in “FINANCIAL BID”. The financial bid should clearly indicate the amount without any assumptions of conditions attached to such amount. Conditional offer or the proposal not furnished in the said format shall be considered non-responsive and is liable to be rejected.

3.2.3 The financial bid shall be exclusive of all taxes excluding GST.

3.2.4 Costs shall be expressed in Indian Rupees.

#### **4 Submission of Proposals**

4.1 The Bidder shall submit the Technical Bid & Financial Bid online through Central Public Procurement Portal of Government of India i.e. <https://eprocure.gov.in>.

4.2 In addition to online submission of proposal, the bidder shall submit in a sealed envelope, the following documents physically (if applicable):

(a) Power of Attorney (POA) on Rs. 100/- Stamp paper, if required, as mentioned in para 3.1.4 of LOI.

4.3 The documents listed at clause 4.2 above shall be placed in an envelope, which shall be sealed. The envelope should be addressed to the Client as specified in the data sheet and shall be submitted on or before the deadline for submission of bids.

4.4 If the envelope is not sealed and marked as instructed above, the Client assumes no responsibility for the misplacement or premature opening of the contents of the BID submitted and consequent losses, if any, suffered by the applicant.

4.5 Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be summarily rejected.

4.6 Your proposal must be valid for the number of days (Bid Validity) stated in the Data Sheet from the closing date of submission of proposal.

#### **5 Proposal Evaluation**

##### **5.1 Evaluation of Technical Bid**

The proposals would be evaluated by an Evaluation Committee. A two-stage procedure will be adopted in evaluating the proposal. In the first stage the Technical bid will be opened by the Evaluation Committee of NHIDCL and will be examined as to whether:

(i) The documents are properly signed by the bidder.

(ii) The proposal has been received on or before the dead line of submission.

(iii) The information to be furnished by the bidder regarding details of the Premises being offered should be complete in all respect and should be in conformity with the manner in which the information has been sought in the “TECHNICAL BID”.



In case answers to any of the above items is 'No' the bid shall be declared as non-responsive and shall not be evaluated further.

After examining the proposal on above grounds, the Committee shall short - list Bidders on the basis of information provided in their Technical Bid corresponding to the requirements set forth. The decision of the committee shall be final and binding.

Financial Bids of only those bidders shall be opened and evaluated further which have been declared "Pass" in Technical Evaluation by the Committee.

## **5.2 Evaluation of Financial Bid**

For financial evaluation, the monthly fixed rent quoted by the bidder shall be considered. Accordingly, the proposal shall be evaluated based on total amount quoted. The bidder quoting the lowest total amount for a month shall be ranked L-1. The L-1 bidder shall be declared as the "Selected Bidder". Letter of Acceptance (LoA) shall be issued to the "Selected Bidder" within 5 days, from the date of uploading of the Financial Result in the Tender Portal. Further, in case of two or more "Selected Bidders" i.e. two or more bidders quoting same lowest total amount for a month, the "Selected Bidder" shall be finalized on the basis of condition of the offered Premises, etc and accordingly LoA shall be issued. The Client has sole discretion in this regard and the decision shall be final.

## **6. Performance Security (Deleted)**

## **7. Signing of Agreement**

The Client will sign Agreement with the Selected Bidder to whom the LoA has been issued within 5 working days from the date of LoA.

8. **Client's Right to Accept Any Proposal and to Reject Any or All Proposals.** The Client reserves the right to accept or reject any proposal, and to cancel the bidding process and reject all proposals, at any time, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Client's action.

Encl. as above

Thanking you.

Yours sincerely,

Sd/-.

Raj Kishor Singh  
Deputy General Manager (P)  
National Highways & Infrastructure Development  
Corporation Limited.  
Project Monitoring Unit-Dibrugarh  
Opposite ICICI Bank, East Milan Nagar,  
Near Milan Jyoti Sangha, P.O.- C.R. Building,  
District Dibrugarh-786003  
Email: [nhidclsodbr@gmail.com](mailto:nhidclsodbr@gmail.com)

## **Instruction to bidders**

1. Bidders are advised to study the procedures related to e-procurement by Government of India, carefully before submission of Bids. For this, Bidders may refer the Bidders Manual Kit available in the Central Public Procurement Portal of Government of India (<https://eprocure.gov.in>).
2. “TECHNICAL BID” is meant only for all technical details of the Offered Premises e.g. address, area, Electrical load available, water supply, parking facilities, and other terms & conditions etc. Documents supporting the same shall be uploaded with the Technical Bid only. Please note that Monthly Rent, etc. should not be indicated in the Technical Bid. Also please note that Rent Advances etc. should not be indicated in the Technical Bid. In case any financial detail is found, the Bid shall be declared as “TECHNICALLY NON-RESPONSIVE”.
3. “FINANCIAL BID” is meant only for all Financial Details of the offered office premises.
4. Points in the Bid forms (Technical & Financial Bids) are to be answered only and no separate sheet should be used. Bidder is expected to furnish all information required in both the Bids. Failure to furnish all information required for the evaluation of Bids (Technical Bid and Financial Bid) in every respect may result rejection of the Bid.
5. Owner should put full Signature in blue ink on all the pages of the Bid.
6. Over writing/white inking of any word/figure in the Bid Forms, unless duly Authenticated by the Bidder, are liable to be rejected at the discretion of the Client.
7. Separate Bid Forms should be used for separate Premises, e.g. if a Bidder wants to offer more than one premises then separate Bid forms should be used.
8. Any Bid uploaded after the time and date specified in Bid notice will be rejected.
9. After Technical Bids are opened a Committee of NHIDCL shall shortlist Bidders on the basis of information provided in their bids. The decision of the committee shall be final and binding.
10. Client reserves the right to reject any or all the bids without assigning any reason whatsoever.
11. The Committee reserves right to seek confirmation/clarification of any document from the bidder/issuing authority of such document during the process of evaluation.

## **Data Sheet**

**1. The Name of the Work:**

Hiring of Office Accommodation in Dibrugarh, Assam for NHIDCL, PMU- Dibrugarh, Assam (2<sup>nd</sup> Call) with the following details:

Office Name	Bid Security	Carpet Area (Sqmt)	Remarks
PMU - Dibrugarh, NHIDCL, Assam	As per RFP	250-300 (Approx)	Preferably near DC office Dibrugarh

**2. The Name and Address of the Client:**

Dy. General Manager (P)  
NHIDCL, PMU- Dibrugarh  
Assam, 786003  
Tel.No. 8376958604  
Email: [nhidclsodbr@gmail.com](mailto:nhidclsodbr@gmail.com)  
Office Address: opposite ICICI Bank, East Milan Nagar,  
Near Milan Jyoti Sangha, P.O. -C.R. Building,  
District Dibrugarh, Assam 786003

**3. Duration of the Assignment:**

36 months which is further extendable.

**4. Cost of Bid Document: Nil**

**5. Bid Security:** The bidder shall submit bid security in the form of Demand Draft/ Bank Guarantee/Fixed Deposit amounting to **Rs. 20,000/-(Rupees Twenty Thousand Only)** in favour of “*National Highway and Infrastructure Development Corporation Ltd*”, Canara Bank, Dispur, Guwahati valid for a period of 180 days.

**6. Bid Validity period (Number of days): 180 days**

**7. Power of Attorney:**

The Power of Attorney has to be submitted at the following address:

Dy. General Manager (P)  
NHIDCL, PMU- Dibrugarh  
Assam, 786003  
Tel.No. 8376958604  
Email: [nhidclsodbr@gmail.com](mailto:nhidclsodbr@gmail.com)  
Office Address: opposite ICICI Bank, East Milan Nagar,  
Near Milan Jyoti Sangha, P.O. -C.R. Building,  
District Dibrugarh, Assam 786003

## **8. Proposal Evaluation:**

### **Evaluation of Technical Bid**

The proposals would be evaluated by an Evaluation Committee. A two-stage procedure will be adopted in evaluating the proposal. In the first stage the Technical bid will be opened by the Evaluation Committee of NHIDCL and will be examined as to whether:

- (i) The documents are properly signed by the bidder.
- (ii) The proposal has been received on or before the dead line of submission.
- (iii) The information to be furnished by the bidder regarding details of the Premises being offered should be complete in all respect and should be in conformity with the manner in which the information has been sought in the "TECHNICAL BID".

In case answers to any of the above items is 'No' the bid shall be declared as non-responsive and shall not be evaluated further.

After examining the proposal on above grounds, the Committee shall short - list Bidders on the basis of information provided in their Technical Bid corresponding to the requirements set forth. The decision of the committee shall be final and binding.

Financial Bids of only those bidders shall be opened and evaluated further which have been declared "Pass" in Technical Evaluation by the Committee.

### **Evaluation of Financial Bid**

For financial evaluation, the monthly fixed rent quoted by the bidder shall be considered. GST shall be payable extra as per extant guidelines of Government. The bidder quoting least monthly rent in the format as given in the "Financial Bid" shall be ranked L-1. The L-1 bidder shall be declared as the Selected Bidder. Letter of Acceptance (LoA) shall be issued to the Selected Bidder within 5 days, from the date of uploading of the Financial Result in the Tender Portal. Further, in case of two or more "Selected Bidders" i.e two or more bidders quoting same lowest total amount for a month, the "Selected Bidder" shall be finalized on the basis of condition of the offered Premises, etc and accordingly LoA shall be issued. The Client has sole discretion in this regard and the decision shall be final.

## **9. Commencement of Assignment:**

The assignment shall commence from the date of signing of Agreement.

## **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 client.
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 house premises (under occupation of Tenant i.e NHIDCL) without the written permission of Tenant i.e NHIDCL.
4. The routine maintenance of the premises which includes painting of building, repairing of electrical fittings and plumbing accessories if any, shall be borne by the owner.
5. The monthly rent shall be inclusive of all taxes & other benefits, Repair & Routine Maintenance, etc. except GST. The GST will be reimbursed by Client only after production of proof of deposit with necessary certification from CA firms as required by the Client, as per policy. No payment in addition to the quoted rates on any account whatsoever shall be made/ reimbursed unless it is specifically mentioned in this RFP. The monthly rent shall be paid on advance of each month or period thereof within 10<sup>th</sup> 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 15 kVA DG set shall be provided with adequate car parking area (of at least 3 four-wheeled vehicles). The electric connection will be provided as Commercial Connection.**
7. Tenant i.e NHIDCL 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 Tenant i.e NHIDCL.
8. The monthly rent as agreed and fixed is a lump sum amount and shall be paid by Tenant i.e NHIDCL 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 be more than 4%.



10. The firm/individual must have PAN No./GST No. under IT Act/GST Act and Income Tax/GST shall be deducted at the applicable rate. 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.
11. The owner has agreed to provide 3 phase electricity connection in the house at no extra cost to Client, NHIDCL. The owner also agrees to hand over all the electrical and sanitary fittings in proper working condition.
12. The selected bidder will have to enter into an agreement with the Client on a non-judicial stamp paper of Rs. 100/-. The cost of the Stamp Paper has to be borne by the Selected Bidder. The Contract can be terminated on culmination of the specified duration or at any time if the performance of service is not satisfactory without notice. However, the selected bidder can terminate the Contract any time with a notice of 30 days.
13. The Selected Bidder should submit its bill in duplicate within 1<sup>st</sup> week of every month for payment. The payment will be made within 10 days from the receipt of bill.
14. NHIDCL reserves all the rights to curtail/modify/halt/cancel/reject any or all offers at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.
15. Specific requirement (if any) has been stipulated in the technical and financial bid document.
16. Tenant i.e. NHIDCL will furnish the leased premises by fixing/removable partition and other electric/sanitary fittings/fixtures as per requirements. All the furnished items and fixtures will be property of Tenant i.e. NHIDCL and the same will be removed by Tenant i.e. NHIDCL in case of shifting of office. The owner should not have any objection during installation/furnishing and removal of all the items provided/fixed by Tenant i.e. NHIDCL. The owner, however, shall be returned the house including premises etc. in the same condition, in which it has been given possession to the Tenant i.e. NHIDCL.
17. **The premise should have at least 4 rooms, 3-toilets (At least 1 attached toilet), 1 kitchen and 1 hall within the prescribed carpet area.**
18. 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.

19. In case of any dispute, the decision of the PMU- Dibrugarh i.e. Dy. General Manager (P), NHIDCL, Dibrugarh, Assam shall be final.
20. 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.

## **Technical Bid**

Offer/Proposal Letter to be the Technical Bid given by the Owner(s), offering Premises on LEASE on Monthly Basis for NHIDCL, PMU- Dibrugarh, Assam.

### TECHNICAL DETAILS

From

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To

Dy. General Manager (P)  
NHIDCL, PMU- Dibrugarh  
Assam, 786003  
Tel.No. 8376958604  
Email: [nhidclsodbr@gmail.com](mailto:nhidclsodbr@gmail.com)  
Office Address: opposite ICICI Bank, East Milan Nagar,  
Near Milan Jyoti Sangha, P.O. -C.R Building,  
District Dibrugarh, Assam 786003

Sub: Hiring of Office Accommodation on Monthly Basis for NHIDCL, PMU- Dibrugarh, Assam (2<sup>nd</sup> Call)

Dear Sir,

I/We, in reference to your advertisement dated ..../\_/20\_\_ in Central Public Procurement portal and NHIDCL Web Portal offer to give you on lease the premises described here below with the following Technical details duly complying the terms and conditions stipulated in the RFP:

Sl. No.	Particulars	Information to be furnished
1	Name & Address of the Owner/ Bidder of the Premises  Contact Phone Number	
2	(i) Whether premises is in absolute name of the Bidder	
	(ii) Whether the Bidder has got absolute ownership rights to enter into lease agreement for hiring the premises (Original documents must be available for verification during inspection)	
	(iii) Is there any pending civil Suit / Litigation in any Court regarding ownership, outstanding taxes or any	

Sl. No	Particulars	Information to be furnished
	<p>other issues are there</p> <p>(if yes, attach relevant documents)</p> <p>(iv) Whether the premises is mortgaged. If yes, with whom?</p> <p>(if yes, attach relevant documents)</p>	
3	(a) Full address of Premises Offered on Lease	
	(b) Whether Sanctioned plans of the Premises offered have been uploaded.	
	(c) No. of Photographs (Exterior/Interior) of the Premises Offered (enclose photographs)	
	(d) Details of Loose Furniture / Interior / Cabinets available with the Premises offered	
	(e) Details of Air Condition/ Electrical Fittings in the Premises Offered	
4	Total Number of Rooms	
5	Number of Rooms with attached Toilet	
6	Area Offered (in Carpet Area) (sqmt)	
7	Whether there is Direct Access to the Premises from the Main Road	
8	Distance from the Main Road/ Cross Road	
9	Year of Construction	
10	Availability of parking facility with an estimate of No. of vehicles (four wheelers and two wheelers) which can be parked.	
11	Available Electrical load	
12	Whether Space for accommodating DG set 15 kVA is available.	
13	Whether 24 hours running water facility available in the premises.	
14	No. of toilets available	

**DECLARATION FOR TECHNICAL BID**

1. I, ..... Son/Daughter/Wife of Shri ....., am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature

Date:

Full Name:

Place:

## **Financial Bid (To be uploaded alongwith Financial Cover)**

Offer/Proposal Letter for the Financial Bid of the **Owner(s), offering Premises on LEASE** to be hired on Monthly Basis for NHIDCL, PMU-Dibrugarh, Assam.

**FINANCIAL DETAILS**

**From**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To**

Dy. General Manager (P)  
NHIDCL, PMU- Dibrugarh  
Assam, 786003  
Tel.No. 8376958604  
Email: [nhidclsodbr@gmail.com](mailto:nhidclsodbr@gmail.com)  
Office Address: opposite ICICI Bank, East Milan Nagar,  
Near Milan Jyoti Sangha, P.O. -C.R Building,  
District Dibrugarh, Assam 786003

**Sub: Hiring of Office Accommodation on Monthly Basis for NHIDCL, PMU-Dibrugarh (2<sup>nd</sup> Call) -Reg.**

**Sir,**

I/We, refer to your advertisement dated --/--/2022 in Central Public Procurement portal and NHIDCL Web Portal, **offering Premises on LEASE** to be hired on Monthly Basis with rates described here below, for your office i.e. NHIDCL, PMU- Dibrugarh, Assam duly complying the terms and conditions stipulated in the RFP:

**1. FULL ADDRESS OF PREMISES OFFERED ON LEASE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Monthly Rent of lease of \_\_\_\_\_ (INR,in figures)**

\_\_\_\_\_  
**(INR, in words)**



**TERMS AND CONDITIONS:**

**(a) Lease Rent:**

Monthly Rent will be payable from the date of handing over of vacant possession of the premises to NHIDCL, PMU- Dibrugarh, Assam after completion of the necessary, construction, repairs, renovation, addition and monthly rent shall be paid in advance of each month or period thereof 10<sup>th</sup> of the month through e-payment. Statutory deduction will be done by NHIDCL, PMU- Dibrugarh, Assam as per extant guidelines issued by Government.

**(b) Rent Period:**

36 months from the date of handing over of vacant possession with a provision of enhancement of rent at \_\_\_\_\_ % per year ( but not more than 4% per year) and thereafter option for extension for a further period of \_\_\_\_\_ year(s).

**(c) Taxes/Rates:**

All existing and future / enhances Municipal Corporation taxes, rates and cases will be paid by me / us.

**(d) Maintenance/ Repairs:**

- (i) NHIDCL, PMU- Dibrugarh, Assam shall bear actual charges for consumption of electricity and water.
- (ii) Repairing of electrical fittings and plumbing accessories (if any) including annual / periodical white washing and annual / periodical painting will be done by me / us at my / our cost as and when instructed by NHIDCL, PMU- Dibrugarh, Assam. In case, the repairs and /or white / colour washing is / are not done by me / us as agreed now, you will be at liberty to carry out such repairs white / colour washing, etc. at our cost and deduct all such expenses from the rent payable to us.

**(e) Rental Deposit:**

NHIDCL, PMU- Dibrugarh, Assam agrees to give me/ us interest free advance rent/ rent deposit for \_\_\_\_\_ months (But not more than 2 Months) which will be refunded to the NHIDCL, PMU- Dibrugarh, Assam at the time of vacating the premises.

**(f) Rent Deed / Registration Charges:**

I / we undertake to execute an agreement to rent deed, in your favour containing the mutually accepted / sanctioned terms of the rent at an early date. I / We undertake to bear the entire charges towards stamps duty and registration of the rent deed.

**(g) GST:**

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.

**(h) Tax Deducted at Source:**

The Tax at source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the owner.

**DECLARATION FOR FINANCIAL BID**

1. I, .....Son/Daughter/Wife of Shri ..... am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature

Date:

Full Name:

Place:

**Annexure-I  
Bid Securing Declaration**

I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder, **(Name of the bidder)**, either sole or in JV, shall not be withdrawn or modified during the period of validity i.e. not less than 180 (One hundred Eighty) days from the bid due date.

I, on behalf of the bidder, **(Name of the bidder)**, also accept the fact that in case the bid is withdrawn or modified during the period of its validity or if we fail to sign the contract in case the work is awarded to us or we fail to submit a performance security before the deadline defined in clause 7 of the Request for proposal (RFP), then **(Name of the bidder)** will be suspended for participation in the tendering process for the works of MoRTH/NHAI/NHIDCL and works under other Centrally sponsored Schemes, for a period of one year from the bid due date of this work.

**(Signature of the Authorized Signatory) Official-Seal)**