



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

**Request For Proposal**

**for**

**Name of Work: Notice Inviting Bid for Lease of Office Premises for NHIDCL,  
Project Monitoring Unit - Jorhat (Assam)**

**BID DOCUMENT**

**September, 2022**

Office of General Manager (Project), PMU-Jorhat,  
Opposite Brahmaputra Academy, 1<sup>st</sup> Floor, C/o Rupjyoti Bora Kalita,  
Rajatia Gaon, Malow Ali, Jorhat , Pin No-785001, Assam  
Email: [gmjorhat.nhidcl@gmail.com](mailto:gmjorhat.nhidcl@gmail.com)

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# **Notice Inviting Tender**

NIT No.JRT/NHIDCL/GM/OfficeBuild/80/

Date: 30.09.2022

The National Highways & Infrastructure Development Corporation Ltd. (NHIDCL) invites bids [Single Stage (RFP) process containing Technical and Financial Bids] from Property Owners/Developers/Builders for Office Accommodation in Jorhat on lease basis, for a period of 36 months with the following details:-

Office Name	Carpet Area (Sqmt)
NHIDCL, PMU Jorhat	220-250 Sqmt (Approx)

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> and on Government e-Market (GeM). The document can also be downloaded from NHIDCL's website ([www.nhidcl.com](http://www.nhidcl.com)).
2. Bid must be submitted online at Central Public Procurement Portal of Government of India i.e. <https://eprocure.gov.in> on or before **15.10.2022 (upto 1600 hrs IST)**. The following schedule is to be followed for this assignment:

(i)	Date and Time of Sale of Bid Documents	30.09.2022
(ii)	Last Date for online submission of documents	15.10.2022 upto 16:00 Hrs
(iii)	Date and Time for online opening of Technical Bid of tender documents	17.10.2022 at 16:00 Hrs

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.

General Manager (Project), PMU-Jorhat,  
Opposite Brahmaputra Academy, 1<sup>st</sup> Floor, C/o Rupjyoti Bora Kalita,  
Rajatia Gaon, Malow Ali, Jorhat , Pin No-785001, Assam  
Email: [gmjorhat.nhidcl@gmail.com](mailto:gmjorhat.nhidcl@gmail.com)

## **Letter of Invitation (LOI)**

No.: JRT/NHIDCL/GM/OfficeBuild/80/

Date: 30.09.2022

Subject: Hiring of Office Accommodation for NHIDCL, PMU, Jorhat - Reg.

Sir,

**1. Introduction**

- 1.1 The National Highways & Infrastructure Development Corporation Ltd. (NHIDCL) invites bids [Single Stage (RFP) process containing Technical and Financial Bids] from Property Owners/Developers/ Builders for Office Accommodation in **Jorhat** on lease basis, for a period of 36 months with a carpet area of 220-250 Sqmt (Approx) preferably in Jorhat City.
- 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 found to be technically eligible 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) Electricity Bills for the previous three months, from the date of NIT.
  - (b) House Tax Bills for the previous three months, from the date of NIT.
  - (c) Water/Gas Connection Bills for the previous three months, from the date of NIT.

(d) AADHAR Card of the property owner.

- (ii) Detailed Plan of the premises.
- (iii) Recent Photographs (Interior and Exterior) of the premises.
- (iv) PAN Card.
- (v) Bank Account Details (1<sup>st</sup> page of Passbook containing information or Cancelled Cheque)

**3.1.2 Document fee:** Not Applicable.

**3.1.3 Bid Security:** Not Applicable.

**3.1.4** 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.

**3.1.5** The technical proposal must not include any financial information.

## **3.2 Financial Bid**

**3.2.1** 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.

**3.2.2** The financial bid shall be exclusive of all taxes.

**3.2.3** 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:

- (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 be summarily rejected.

**4.6** The 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 property owner.

(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 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 and inspection of the offered premises. 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 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.

## **6 Performance Security**

Not Applicable.

## **7 Signing of Agreement**



The Client will sign Agreement with the Selected Bidder whose Proposal has been determined to be responsive to the RFP and who has offered the **least Monthly Rent** in the bid and to whom the LoA has been issued within 3 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.

Thanking you.

Encl. as above

Yours sincerely,

General Manager (Project), PMU-Jorhat,  
Opposite Brahmaputra Academy, 1<sup>st</sup> Floor, C/o Rupjyoti Bora Kalita,  
Rajatia Gaon, Malow Ali, Jorhat , Pin No-785001, Assam  
Email: [gmjorhat.nhidcl@gmail.com](mailto:gmjorhat.nhidcl@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 Rent Advances etc. should not be indicated in the Technical Bid.
3. “FINANCIAL BID” is meant only for all Financial Details of the Offered 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 Authority.
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 and inspection of the offered premise to let in. 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 for NHIDCL, PMU, Jorhat.

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

General Manager (Project), PMU-Jorhat,  
Opposite Brahmaputra Academy, 1<sup>st</sup> Floor, C/o Rupjyoti Bora Kalita,  
Rajatia Gaon, Malow Ali, Jorhat , Pin No-785001, Assam  
Email: [gmjorhat.nhidcl@gmail.com](mailto:gmjorhat.nhidcl@gmail.com)

**3. Duration of the Assignment:**

36 months which is further extendable.

**4. Bid Validity period (Number of days): 60 days**

**5. Power of Attorney:**

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

Office of General Manager (Project), PMU-Jorhat,  
Opposite Brahmaputra Academy, 1<sup>st</sup> Floor, C/o Rupjyoti Bora Kalita,  
Rajatia Gaon, Malow Ali, Jorhat , Pin No-785001, Assam  
Email: [gmjorhat.nhidcl@gmail.com](mailto:gmjorhat.nhidcl@gmail.com)

**6. Proposal Evaluation:**

**6.1 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 property owner.
- (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 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 and inspection of the offered premises. 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.

## **6.2 Evaluation of Financial Bid**

For financial evaluation, the monthly 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.

## **7. 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 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 house premises (under occupation of NHIDCL, PMU, Jorhat) without the written permission of NHIDCL, PMU, Jorhat.
4. The routine maintenance of the premises which includes colouring of building, repairing of electrical fittings and plumbing accessories if any, shall be borne by the owner.
5. The monthly rent shall be paid each month or period thereof within 15<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 10 KVA DG set shall be provided with adequate car parking area. The electric connection will be provided as Commercial Connection.
7. NHIDCL, PMU, Jorhat if so desires to make its own arrangement elsewhere, shall vacate the house of the owner by giving 01 month prior notice or rent to owner whichever is convenient to NHIDCL, PMU, Jorhat.
8. The monthly rent as agreed and fixed is a lump sum amount and shall be paid by NHIDCL, PMU, Jorhat 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 to agree to provide 3 phase electricity connection in the house at no extra cost to NHIDCL, PMU, Jorhat. The owner also needs to agree to hand over all the electrical and sanitary fittings in proper working condition.



11. NHIDCL, PMU, Jorhat 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 NHIDCL, PMU, Jorhat and the same will be removed by NHIDCL, PMU, Jorhat 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 NHIDCL, PMU, Jorhat. 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, Jorhat.
12. The premise should have at least 03 rooms with attached toilets, 1 kitchen and 1 hall within the prescribed carpet area.
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. All disputes would lie within the jurisdiction of Jorhat Courts only.
17. 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

TECHNICAL DETAILS

From

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To

General Manager (Project), PMU-Jorhat,  
Opposite Brahmaputra Academy, 1<sup>st</sup> Floor, C/o Rupjyoti Bora Kalita,  
Rajatia Gaon, Malow Ali, Jorhat , Pin No-785001, Assam  
Email: [gmjorhat.nhidcl@gmail.com](mailto:gmjorhat.nhidcl@gmail.com)

**Sub: Hiring of Office Accommodation for NHIDCL, PMU, Jorhat -Reg.**

Dear Sir,

I/We, in reference to your advertisement dated \_\_\_\_\_ in Central Public Procurement portal and NHIDCL Website, offer to give you on lease the premises described here below with the following Technical details:

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 other issues are there  (if yes, attach relevant documents)	
	(iv) Whether the premises is mortgaged. If yes, with whom?	

	(if yes, attach relevant documents)	
3	(a) Full address of Premises Offered on Lease	
	(b) Whether detailed 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 estimated No. of vehicles (four wheelers and two wheelers) which can be parked.	
11	Available Electrical load	
12	Whether Space for accommodating DG set 10 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**

**Offer Letter to be given by the Owner(s), offering Premises on LEASE**

**FINANCIAL DETAILS**

**From**

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**To**

General Manager (Project), PMU-Jorhat,  
Opposite Brahmaputra Academy, 1<sup>st</sup> Floor, C/o Rupjyoti Bora Kalita,  
Rajatia Gaon, Malow Ali, Jorhat , Pin No-785001, Assam  
Email: [gmjorhat.nhidcl@gmail.com](mailto:gmjorhat.nhidcl@gmail.com)

**Sub: Hiring of Office Accommodation for NHIDCL, PMU, Jorhat -Reg.**

**Sir,**

I/We, refer to your advertisement dated \_\_\_\_\_ in Central Public Procurement portal and NHIDCL Website, offer to give you on lease the premises described here below, for your office i.e. NHIDCL, PMU, Jorhat:

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

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**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, Jorhat after completion of the necessary, construction, repairs, renovation, addition and monthly rent shall be paid each month or period thereof 15<sup>th</sup> of the month through e-payment. Statutory deduction will be done by NHIDCL, PMU, Jorhat 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 and thereafter option for extension for a further period of\_\_\_\_\_.

### **(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, Jorhat 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 get got done by me / us at my / our cost as and when instructed by NHIDCL, PMU, Jorhat. 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, Jorhat agrees to give me/ us interest free advance rent/ rent deposit for 01(one) month which will be refunded to the NHIDCL, PMU, Jorhat 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: