

National Highway & Infrastructure Development Corporation Limited

Under the
Ministry of Road Transport & Highways
Government of India

Branch office :- Shillong, Meghalaya

Phone No : 0364+2501195

Notice Inviting Tenders/Quotations

- Name of the work :-** RFP for the hiring of space on lease basis for a period of one year for its Camp office cum residence (Manager level) in Silchar, Assam

The last date for receipt of complete tender in the office of the undersigned is 20.10.2016 upto 12:00 hours.

For further details please visit NHIDCL website, www.nhidcl.com

The Dy General Manager (P)
National Highway & Infrastructure Development Corporation Limited,
House no 206, 3rd floor,
Professor Colony, Kharmalki
Shillong, Meghalaya 793001
Phone no 0364-2501195
Email Id gmshillongnhidcl@yahoo.com

National Highway & Infrastructure Development Corporation Limited

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Name of the work :- Notice inviting tender (NIT) for the hiring of space on lease basis for a period of one year for its Camp office cum residence (Manager level) in Silchar, Assam.

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 one year.

1. Scope of work:

NHIDCL invites bids for hiring about 900 Sq feet carpet area approx. having facilities of sufficient rooms with attached toilets, kitchen, common area, Parking space etc on lease basis for a period of at least one year.

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 do ends 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 and should be kept in one sealed cover marked “BIDS FOR PREMISES AT **Silchar, Assam.**”.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	Marks
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 of hired department.-	
3	Year of construction of the building & type of building	15
4	Area of vacant land to be used by the Company.	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 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 (Projects), NHIDCL, Mizoram 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 1 (one) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations etc. with annual enhancement of rent of 4 % (four percent).
- b. NHIDCL shall be at liberty to vacate the premises at any time during the pendency of lease by giving three 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 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 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 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. Service Tax 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.

8. **Last Date of submission:** The tender complete in all respects should reach the The Dy General Manager (P), National Highway & Infrastructure Development Corporation Limited, House no 206, 3rd floor, Professor Colony, Kharmalki, Shillong, Meghalaya – 793001 Phone No : 0364 - 2501195 by 20.10.2016 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.

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Annexure - I**Format for TECHNICAL BIDS**

Subject: Hiring of Accommodation for opening of Site Office of NHIDCL at Silchar, in the State of Assam.

S. No.	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.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 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	
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.**

Signature of Property/House/Building owner along with name

Annexure - II**FINANCIAL BID**

Subject: Hiring of Office Accommodation for opening of Site Office of NHIDCL at Silchar, in the State of Assam.

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, branch office Silchar, Assam.

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	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