



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

Name of Work: Notice Inviting Bid for Renting of Office Premises for NHIDCL Site Office under Project Monitoring Unit (PMU)- Siliguri, within the locations of Rambhi, Chetry, Kirney, Suntalay and Kalijhora, in the District of Darjeeling & Kalimpong, West Bengal, along NH-10.

BID DOCUMENT

October 2026

CONTENTS OF BID DOCUMENT

Sl. No.	Description of contents	Page No.
1	Cover Page	1
2	Contents of Bid Document	2
3	Notice Inviting Bid	3-4
4	Scope of Work/Terms and Conditions	5-8
5	Form for Technical Specification (Annexure-I)	9
6	Form for Financial Proposal (Annexure-II)	10

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

NOTICE INVITING TENDER

Name of work: Notice Inviting Bid for Renting of Office Premises for NHIDCL Site Office under Project Monitoring Unit (PMU)-Siliguri, within the locations of Rambhi, Chetry, Kirney, Suntalay and Kalijhora, in the District of Darjeeling & Kalimpong, West Bengal, within the vicinity of NH-10.

(Earnest money Rs 10,000/-, Cost of Documents Rs 500.00 +18% GST i.e. Rs.590.00 by way of Demand Draft/NEFT in favour of National Highways and Infrastructure Development Corporation Ltd payable at Siliguri.

In case of NEFT, the Bank details of NHIDCL, RO-Siliguri:

Bank Name: Canara Bank

Account No.: 120035355901

IFSC: CNRB0019716

**Branch: CANARA BANK SHIVMANDIR BRANCH LILA PRESS SHARADA PALLY
AH02 PO KADAMTALA SILIGURI WEST BENGAL 734011 State: WEST BENGAL
District: Darjeeling.**

1. Sealed bids are invited under **Single Bid System** from interested bidders. NHIDCL requires an office premises on monthly rent for its Site Office under Project Monitoring Unit (PMU)-Siliguri for a period of **One (01) Year**, within the locations of Rambhi, Chetry, Kirney, Suntalay and Kalijhora, in the District of Darjeeling & Kalimpong, West Bengal, within the vicinity of NH-10. The last date for submission of complete bids in the office of the undersigned shall be **27.10.2026 up to 1300 Hrs.**

Name of work	Min Carpet Area	Cost of Documents	EMD/Bid Security	Period of Contract
Renting of Office Premises for NHIDCL Site Office under Project Monitoring Unit (PMU)-Siliguri, within the locations of Rambhi, Chetry, Kirney, Suntalay and Kalijhora, in the District of Darjeeling & Kalimpong, West Bengal, within the vicinity of NH-10	Min 1200 Sq. Ft.	590/-	10000/-	One (01) Years

2. Interested Companies/Firms/Agencies/Individuals may submit the bid document(s), duly completed in all respects, along with all other requisite documents, on or before **1300 Hrs. on 27.10.2026** in the Office of the Deputy General Manager (P), NHIDCL, **Project Monitoring Unit (PMU)-Siliguri**, 5th Floor, Commercial Complex, Home Square, Kisturi Warehouse, Salugara, P.S. Bhaktinagar, Siliguri, District-Jalpaiguri, West Bengal-734008, Landmark: Salugara Monastery. No bid shall be entertained after the prescribed deadline under any circumstances whatsoever.

3. The Bid shall be opened at 1500 (Hours) on 27.10.2026.
4. Every page of the 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 the bids without assigning any notice or reason whatsoever and without incurring any liability to the affected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, Regional Office-Siliguri (West Bengal), in this regard shall be final and binding on all.
6. The Bid document can be downloaded from the website www.nhidcl.com from 06.10.2026 (1100 Hrs) onwards or can be obtained from the NHIDCL, Project Monitoring Unit (PMU)- Siliguri (west Bengal) within 1100 Hrs to 1500 Hrs on all working days.
7. The bidders should go through the Terms and Conditions and other details which are attached as Annexure-I & II.
8. The Schedule of Tendering Process is as hereunder:

Sl. No.	Description	Period
1	Date of issue of NIT	06.10.2026
2	Date of Sale of Bid Documents	06.10.2026 [1100 Hrs]
3	Date of close of sale of Bid Documents	27.10.2026 [1300 Hrs]
4	Last Date of submission of Bid (Hard Copy)	27.10.2026 [1300 Hrs]
5	Date of Opening of Bids	27.10.2026 [1500 Hrs]
6	Validity of Bid	60 Days

Dy. General Manager (P)
 NHIDCL, PMU-Siliguri,
 5th Floor, Commercial Complex Home Square,,
 Kisturi Warehouse, Salugara, PS Bhaktinagar, Siliguri
 District- Jalpaiguri, West Bengal-734008
 Landmark- Salugara Monastery.
 E-mail: pmu.siliguri@nhidcl.com

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

Name of work: Notice Inviting Bid for Renting of Office Premises for NHIDCL Site Office under Project Monitoring Unit (PMU)-Siliguri, within the locations of Rambhi, Chetry, Kirney, Suntalay and Kalijhora, in the District of Darjeeling & Kalimpong, West Bengal, within the vicinity of NH-10.

Sealed bids in the form of techno-commercial bids are invited from the owners who have “ready to move in” premises and shall hand over such premises, free from all encumbrances, to NHIDCL on rent for a period of **One (01) Year**.

1. Scope of work:

NHIDCL invites bids for renting of an office premises having a **minimum carpet area of approximately 1200 Sq. Ft.** for NHIDCL Site Office under Project Monitoring Unit (PMU)-Siliguri, within the locations of Rambhi, Chetry, Kirney, Suntalay and Kalijhora, in the District of Kalimpong, West Bengal, within the vicinity of NH-10. The premises should have sufficient rooms with attached toilets, kitchen, common area, adequate car parking space, and other necessary amenities suitable for functioning as a Site Office. The premises shall be taken on a rental basis for a period of **One (01) Year**, subject to the terms and conditions stipulated in the Bid Document.

2. Submission of bid

The offer/proposal should be submitted in a single sealed cover consisting of:

- (i) Technical specification in the specified format as at *Annexure -I* along with attested photocopies of PAN of the owner and documents in support of ownership title of the property, and
- (ii) Financial proposal in the specified format as at *Annexure-II*.

The covers should be superscribed as bid proposal for renting of premises in one sealed cover. Bids not received in the prescribed pro-forma are liable to be rejected.

3. **Evaluation of Bids:**

A minimum score of 60 (out of 100) is required for qualifying in Technical Specification Evaluation based on the following criteria: -

Sl. No.	Particulars	Marks
1	Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, such as Dag no., Parcha etc.	10
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.	10
3	A copy of the sanctioned plan of the building including NOC 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)	10
4	A key plan of land showing position of existing building and area occupied at the ground floor.	5
5	Year of construction of the building & type of building	5
6	Area of vacant land to be used by the company and the parking space details	10
7	Available Feasibility of Internet Connections	5
8	Availability of Sunlight and ventilation	5
9	Paint, whether new/old, whether bright/dark	5
10	Water supply: Whether Municipal water supply is available or not; suitability of water for drinking should also be indicated	5
11	Type of sewerage	5
12	Electricity: Whether surface or concealed wiring.	5
13	Drains: Type of drains provided	5
14	Fencing / compound wall: Is there any proper fencing/Compound wall.	5
15	List of Basic furnishing and fixtures including Cupboards, Fans, Geysers, etc.	10

Only those bids which qualify technically (minimum of 60 marks out of 100) would be considered for financial evaluation.

For the purpose of technical evaluation, the bidder securing the highest technical score shall be assigned a normalized technical score of 100, and the technical scores of other technically qualified bidders shall be normalized proportionately.

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, Regional Office-Siliguri (West Bengal) shall be final.

5. **Payment:** The Rent shall be payable from the date of handing over of the vacant possession of the premises to NHIDCL after completion of necessary, repairs, renovation, and addition etc. and shall be payable in subsequent month through cheque/ECS/RTGS/NEFT within 15 days. However, in unforeseen circumstances, if the rent is not paid on time, NHIDCL will not be liable for payment of interest for late payment.

6. **TERMS AND CONDITIONS:**

- a. The premises free from all encumbrances shall be made available at least for One (01) year 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 renting by giving one month's advance notice in writing, without paying any compensation for earlier termination of rent term.
- c. NHIDCL shall have the option of renegotiating the contract/agreement after expiry of the lease term of One (01) year on same Terms & Condition as Mutually Agreed. However, NHIDCL may grant an increase of rent by 4% on original agreed amount if there is any necessity of extension of agreement after the original agreement period is over.
- d. Responsibility for obtaining the required permission to use the rented accommodation for Office of NHIDCL shall remain with the owner of the premises.
- e. All existing and future/enhanced Municipal Corporation taxes, rates and cases shall be borne by the owner. Fees/Renewal fees towards obtaining NOC from COMPETENT LOCAL AUTHORITY for office use of the premises shall be borne by the owner.
- f. The proposed premises shall be located at any of the following locations: **Rambhi, Chetry, Kirney, Suntalay or Kalijhora**, in the District of Darjeeling & Kalimpong, West Bengal, within the vicinity of **NH-10**.
- g. The building in which space is offered should have easy and convenient approach and should have adequate parking space for 4/2 wheelers. These parking facilities should be made available on 24*7 basis and should be provided in the same premises offered for rent.

- h. The building should be operative 24x7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.
- i. The independent building will be given preference so that the Government premises can be easily setup.
- j. NHIDCL shall bear actual charges for consumption of electricity and water. The owner shall undertake to provide separate electricity / water meters for this purpose.
- k. 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 the cost shall be deducted from the rent payable.
- l. All Statutory Dues, if any, shall be borne by the owner.
- m. Offers/Proposals through agents / brokers will not be accepted.

7. Last Date of Submission:

The tender, complete in all respects, should reach the Office of the Deputy General Manager (P), NHIDCL, Project Monitoring Unit (PMU)-Siliguri, 5th Floor, Commercial Complex, Home Square, Kisturi Warehouse, Salugara, P.S. Bhaktinagar, Siliguri, District-Jalpaiguri, West Bengal-734008, Landmark: Salugara Monastery, latest by **27.10.2026 up to 1300 Hrs.**

8. Opening of Tender:

The Bids shall be opened at **1500 Hrs on 27.10.2026**. The interested bidders or their authorized representatives may attend the opening of bids.

- 09. NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.
- 10. Conditional bids shall be rejected straight away. The successful bidder shall be required to sign the formal Contract Agreement within **07 days** of issue of the Letter of Award on a Non-Judicial Stamp Paper of Rs. 100/-. The cost of the Stamp Paper shall be borne by the Selected Bidder.
- 11. 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 Specification

Name of work: Notice Inviting Bid for Renting of Office Premises for NHIDCL Site Office under Project Monitoring Unit (PMU)-Siliguri, within the locations of Rambhi, Chetry, Kirney, Suntalay and Kalijhora, in the District of Darjeeling & Kalimpong, West Bengal, within the vicinity of NH-10.

Sl. No.	Particulars	Marks
1	Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, such as Dag no., Parcha 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 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	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 and the parking space details	
7	Available Feasibility of Internet Connections	
8	Availability of Sunlight and ventilation	
9	Paint, whether new/old, whether bright/dark	
10	Water supply: Whether Municipal water supply is available or not; suitability of water for drinking should also be indicated	
11	Type of sewerage	
12	Electricity: Whether surface or concealed wiring.	
13	Drains: Type of drains provided	
14	Fencing / compound wall: Is there any proper fencing/Compound wall.	
15	List of Basic furnishing and fixtures including Cupboards, Fans, Geysers, 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

FINANCIAL PROPOSAL

Name of work: Notice Inviting Bid for Renting of Office Premises for NHIDCL Site Office under Project Monitoring Unit (PMU)-Siliguri, within the locations of Rambhi, Chetry, Kirney, Suntalay and Kalijhora, in the District of Darjeeling & Kalimpong, West Bengal, within the vicinity of NH-10.

I/We, refer to your advertisement Dated..... in (here mention name of the newspaper/website) and offer to give you on rent the premises described here below for your Office i.e. Office of NHIDCL, Site office under Project Monitoring Unit Siliguri in the state of West Bengal.

Rent payable at the following rate: -

Total carpet area offered for Rent:	Amount in figure Per Month (In Rs)	Amount in words

I/We undertake to execute an agreement for renting of my premises in your favour containing the mutually accepted/sanctioned terms of the rent within the stipulated time frame. I/We undertake to bear the entire charges towards stamp duty and registration of the rent agreement

Signature of Property/House/Building owner along with name

