

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

Ministry of Road Transport & Highways, Government of India
Branch Office: - H.No.-206, 3rd Floor, Professor Colony, Kharmalki, Shillong
Meghalaya-793001, Tel:+91-364-2501195,Email: gmshillongnhidcl@yahoo.com



A GOVT. OF INDIA UNDERTAKING

National Highways & Infrastructure Development Corporation.Ltd.

A Public Sector Undertaking under the Ministry of Road Transport & Highways, Govt. of India
Branch Office: - House no.206, Professor Colony, Kharmalki, Shillong, Meghalaya-793001.

Dated 27.06.2017

Quotation No. NHIDCL/Bo-Shillong/2017-18/02 dated 27.06.2017

NOTICE INVITING TENDERS FOR HIRING OF SPACE ON LEASE FOR A PERIOD OF THREE YEARS FOR ITS OFFICE AT TURA, MEGHALAYA

Sealed quotations in the form of techno-commercial bids are invited from the owners who have 'ready to move in' premises and handover such premises to NHIDCL on lease for a period of three years. The last date for receipt of complete tender in the office of the undersigned is 30th June, 2017 upto 12:00 hours.

For further details please visit NHIDCL *website*: www.nhidcl.com

1. Scope of work:

NHIDCL invites bids for hiring about 100 sqm carpet area approx. having facilities of sufficient rooms with attached toilets, kitchen, common area, etc on lease basis for a period of at least two years.

2. Submission of bid:

The offer/proposal should be submitted in two separate sealed covers consisting of

- a. Technical proposal in the specific format as at Annexure – I along with attested copies of PAN No. of the owner documents in support of ownership title of the property.
- b. Financial proposal in the specified format as at Annexure - II.

Both these covers should be superscribed as “Technical Proposal” and “Financial Proposal” respectively and should be kept in one sealed cover marked “BIDS FOR PREMISES AT”. 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 and evaluation will be based on the following criteria:

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Sl No.	Particulars	Marks
1	<u>Suitability of location:</u> Address of the building indicating its location, Municipality, Ward No. locality & other identification marks such as Dag No., Patta No., etc.	20
2	<u>Plan of building and area to be leased:</u> 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 plan, Land boundaries, compound wall, etc (Drawing/Plan shall be submitted with signature of both house owner and authority of hired department.	15
3	Year of construction of the building and type of building	15
4.	Area of vacant land to be used by the company	15
5.	<u>Water Supply :</u> Whether 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.	<u>Electricity:</u> Whether surface or concealed wiring	5
8.	<u>Fencing/Compound Wall:</u> Is there any proper fencing/ compound wall	5
9.	Basic furnishing and fixtures including fans, lights, etc.	15

Only those bids which qualify technically (min 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 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 & 40% weightage for financial parameters.

4. **Resolution of dispute:**

In case of dispute, the decision of General Manager (Projects), NHIDCL, Bo-Shillong 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, 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 rent is not paid on time, the company shall not pay any interest on late payment.

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6. Terms & Condition:

- a. The premises shall be made available at least for 3 (three) 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. Responsibilities 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 construction of electricity and 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 owner's 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 (Project) mentioned below.

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8. **Last date of submission:** The tender complete in all respects should reach the General Manager (Projects) NHIDCL, General Manager (Projects) NHIDCL, Bo-Shillong, H.No. - 206, 3rd Floor, Professor Colony, Kharmalki, Shillong Meghalaya -793001 up to 12:00 hrs.
9. **Opening of Tender:** The Technical Bids shall be opened at 13:00 hrs. on the last day of the receipt tender i.e. 30.06.2017.
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.
- 12.

Annexure – I

Format for Technical Bid

Sl. 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 receipts 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	<u>A copy of the sanctioned plan of the Building including:</u> NOC (with seal & 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.
5	In the drawing, occupied/to be occupied portion shall be hazed
6	A key plan of land showing position of existing building and area occupied at the ground floor.
7	Year of construction of the Building & Type of Building
8	Area of vacant land to be used by the company
9	Services provided

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10	<u>Water Supply:</u> 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.
11	Type of Sewerage
12	<u>Electricity:</u> Whether surface or concealed wiring
13	<u>Drains:</u> Type of drains provided
14	<u>Fencing/Compound wall:</u> Is there any proper fencing/compound wall
15	List of basic furnishing & 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.

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Annexure – II

FINANCIAL BID

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, Bo-Shillong, Meghalaya.

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 leased deed.

Signature of Property/House/Building owner along with name.