

BO-SHG/Fin/19/ 816

Dated: Shillong the, 27<sup>th</sup> August, 2018

To,

IT Cell  
NHIDCL, HQ  
4<sup>th</sup> Parliament Street  
New Delhi

Sub: - Uploading of RFP document on NHIDCL website.


Sir,

Enclosed please find herewith the RFP document for inviting tender for hiring of Sub branch office space at Tura, Meghalaya.

You are requested to kindly upload the same on NHIDCL at the earliest.



Yours faithfully,



(VINOD KUMAR SRIVASTAVA)  
General Manager (P)  
NHIDCL, BO-Shillong

Encl: As stated

## Notice Inviting Tender/Quotation

1. Name of the work: - RFP for the hiring of space on lease basis for its Sub-office (Deputy General Manager (P)), at Tura, Meghalaya.

The last date for receipt of complete tender in the office of the undersigned is 11.09.2018 upto 15:00 hours.

For further details please visit current tender section of NHIDCL website:  
[www.nhidcl.com](http://www.nhidcl.com)

General Manager (Projects)  
NHIDCL, B.O. Shillong  
HN 206, 3<sup>rd</sup> floor, Professor'S Colony  
Kharmalki, Shillong

**Name of the work:** - Notice inviting tender (NIT) for the hiring of space on lease basis for its Sub-office (Deputy General Manager (P)), 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 can handover such premises to NHIDCL on lease for a period of three years.

### 1. Scope of work:

NHIDCL invites bids for hiring about 100 sq.m carpet area approximately having facilities of 04 rooms with 02 toilets, kitchen, common area, Parking space etc. on lease basis.

### 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 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 sealed cover marked "BIDS FOR OFFICE PREMISES at Tura, Meghalaya for NHIDCL." 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:-

Sl. No.	Particulars	Marks
1	<b>Suitability of location:</b>	20
	Address of the building indicating its location, municipality:	
	Ward No. locality & other identification marks, such as Dag No., Patta No. etc.	
2	<b>Plan of building and area to be leased:</b>	15
	A copy of the sanctioned of the building including	
	NOC (with seal and signature of J.M.D.A / 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.	
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

#### 4. Resolution of dispute

In case of dispute, the decision of General Manager (Projects), NHIDCL, Shillong, Meghalaya shall be final.

#### 5. Payment:

- (a) 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.
- (b) Security deposit equal to two months rent will be paid in advance which will be refunded / adjusted at the time of vacating the premises without any interest.
- (c) Monthly rate will be revised after every year @ 4% increase.

#### 6. TERMS AND CONDITIONS:

a. The premises shall be made available at least for 03 (three) years unless renewed by mutual consent of both parties from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations etc. The period of lease may be further extended or curtailed / terminated at any time before expiry of three years period depending upon the requirement of NHIDCL.

b. NHIDCL shall be at liberty to vacate the premises at any time during the pendency of lease by giving two month advance notice in writing or vice-versa, 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. The Lessor shall ensure adequate supply of water and electricity from Government sources and ensure adequate parking space for Lessee's atleast 03 light vehicles.

#### f. Maintenance / Repairs:

i) NHIDCL shall bear all charges due to the Government arising out of the professional utilities (i.e. Electricity charges, Water charges, Phone/Internet charges etc.) of the Premises by the Lessee.

ii) All repairs including annual / periodical white washing and annual / periodical painting will be got done by the owner at his/her/their cost. Any major repair required like Fault in water pipeline system, Sewerage system, septic tank and related pipelines etc. shall be carried out by the lessor. 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.

- iii) Lessee also acknowledges that Lessor will not provide insurance coverage for Lessee's property, nor shall Lessor be responsible for any loss of Lessee's property, whether by theft, fire, acts of God, or otherwise.
  - g. All statutory taxes, if any, shall be borne by the owner.
  - h. GST will be borne by Authority, if any claimed by owner with GST No. & Registration.
  - i. 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 or can be downloaded from NHIDCL website.
- 8. Last Date of submission:** The tender complete in all respects should reach to The General Manager (Projects), National Highway & Infrastructure Development Corporation Limited, Branch Office Shillong, HN 206, 3rd floor, Professor'S Colony, Kharmalki, Shillong- 793001 on any working day between 27.08.2018 to 11.09.2018. upto 15:00 hrs.
- 9. Opening of Tender:** The Technical Bids shall be opened at 16:00 hrs. on the last day of the receipt of tender.
10. DGM (P), NHIDCL, Sub-Branch Office, Tura hereinafter shall be "Lessee" and signing of lease agreement, operation of agreement (viz payment etc.) shall be executed by him.
11. NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.
12. Any change or amendment to this notice will be posted on the company website [www.nhidcl.com](http://www.nhidcl.com) only.

General Manager (Projects)  
NHIDCL, B.O. Shillong  
HN 206, 3<sup>rd</sup> floor, Professor'S Colony  
Kharmalki, Shillong  
Email: [gmshillongnhidcl@yahoo.com](mailto:gmshillongnhidcl@yahoo.com)

Annexure - I

Format for TECHNICAL BIDS

**Subject: Hiring of Accommodation for opening of Sub-Office (Deputy General Manager (P) level) of NHIDCL at Tura in the State of Meghalaya.**

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 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.D.A / Municipality Authority) showing various dimensions, wall thickness, land boundaries, compound wall, parking space etc. (Drawing/Plan shall be submitted with signature of both house owner and authority.	
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 / first 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.

**Annexure - II**

**FINANCIAL BID**

**Subject: Hiring of Accommodation for opening of Sub-Office (Deputy General Manager (P) level) of NHIDCL at Tura in the State of Meghalaya.**

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, Sub-office Tura, Meghalaya.

Rent payable at the following rate:-

<b>Total carpet area offered for rent/lease=</b>		
<b>Rate per sq. ft. per month (inclusive of all taxes and charges) on carpet area basis</b>	<b>Amount in figures</b>	<b>Amount in words</b>

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**