

**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

**NOTICE INVITING TENDER**

**Name of work:** - RFP for the hiring of office space on lease basis for a period of 03 years for PMU at Doda, (District Doda), J&K.

1. Sealed bids are invited under Two Bid System i.e., Technical Bid and Financial Bid. NHIDCL requires accommodation on lease of 300-350 Sqm. carpet area (approx.) for opening of Project Monitoring Unit office at Doda district in period of three years. Last date for the receipt of complete tenders in the office of undersigned is 13.03.2021 up to 1300 Hours.

Name of Work	Carpet Area (Sqm)	Cost of documents	EMD	Period of Contract
RFP for the hiring of office space on lease basis for a period of 03 years for PMU at Doda, (District Doda), J&K.	300-350 Sqm	Nil	Nil	03 years

2. Interested Companies/Firms/Agencies/Individual may submit the bid document(s) duly complete with all respect other requisite documents on or before 12.03.2021 by 1800 (Hours) to the Site Office, Khellani, 1<sup>st</sup> Floor, JK Bank, Khellani Market, Khellani, Doda. No bid shall be entertained after the deadline under any circumstances whatsoever.

3. The Technical Bid of bidders will be opened at 1500 (Hours) on 13.03.2021 and Financial Bid will be opened at 1500 (Hours) on 15.03.2021 in the presence of bidders/authorized representative of Bidders who choose to attend.

4. Every page of Technical as well as Financial 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 effected bidders. The decision of The General Manager (P), Doda in this regard shall be final and binding on all.

6. The Bid document can be downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) from 06.03.2021 up to 12.03.2021 (1300 Hrs) and can be obtained from the office of Site Office Khellani 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. Schedule of tendering Process is given below:

S. No.	Description	Period
1.	Date of Issue of NIT	05.03.2021
2.	Date of Sale of Bid Documents	05.03.2021 onwards
3.	Date of close of sale of Bid documents	12.03.2020 (1300 Hours)
4.	Last date of submission of Bid (Hard copy )	13.03.2021 (1300 Hours)
5.	Date of opening of Technical bids	13.03.2021 (1500 hours)
6.	Date of opening of Financial bids of qualified applicants	15.03.2021 (1500Hours)
7.	Validity of Bid	60 days

General Manager (P)  
NHIDCL PMU Doda  
1<sup>st</sup> Floor, J&K Bank,  
Khellani Market, Khellani  
Doda, J&K  
Email ID: [pmunhidclدoda@gmail.com](mailto:pmunhidclدoda@gmail.com)

**National Highways & Infrastructure Development Corporation Limited  
(Ministry of Road Transport & Highways Government of India)**

**General Manager (P)- PMU Doda**

**Notice Inviting Tenders/Quotations**

Name of Work: RFP for the hiring of office space on lease basis for a period of 03 years for PMU at Doda, (District Doda), J&K.

The last date for receipt of complete tender in the office of the undersigned is 13/03/2021 upto 13:00 hours.

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

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.

Sd/-  
General Manager (P)  
NHIDCL PMU Doda  
1<sup>st</sup> Floor, J&K Bank,  
Khellani Market, Khellani  
Doda, J&K  
Email ID: pmunhidcldoda@gmail.com

**National Highways & Infrastructure Development Corporation Limited  
(Ministry of Road Transport & Highways Government of India)**

Name of Work: RFP for the hiring of office space on lease basis for a period of 03 years for PMU at Doda, (District Doda), J&K.

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 at least 03 years.

1. Scope of work: NHIDCL invites bids for hiring office space having facilities of rooms with attached toilets, common area, Parking space for 03 (three) vehicles etc. on lease basis for a period of at least 03 years.

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 in two sealed covers and both should be kept in single sealed cover marked "BIDS FOR NHIDCL PREMISES AT Doda." Bids not received in the prescribed proforma will be liable to be rejected.

### 3. Evaluation of Bids:

(a) Parking space for minimum of three vehicles (cars) must be there within 50m of the office premises otherwise the bid shall be outrightly rejected.

(b) A minimum score of 60 (out of 100) is required for qualifying in technical bid, evaluation based on the following criteria: -

S. No.	Particulars	Mark
1	<b>Suitability of location with respect to main road, important government offices:</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 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 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 NHIDCL.	10
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	Sewerage Connection	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, geysers etc.	20

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 H1.

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, Doda 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 03 (Three) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations etc. The rent quoted shall be firm for the 1<sup>st</sup> Year. 4% annual increment shall be applicable after one year from the date of agreement and again after 02 years.
- b. NHIDCL shall be at liberty to vacate the premises at any time during the pendency of lease by giving two 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 white washing and 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 rent deposit equivalent to maximum of 2 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. GST 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 or can be downloaded from NHIDCL website.

**8.** Last Date of submission: The tender complete in all respects should reach to General Manager (P), PMU-Doda, 1<sup>st</sup> Floor, J&K Bank, Khellani Market, Khellani, J&K by 13.03.2021 by 13:00 hrs.

9. Opening of Tender: The Technical Bids shall be opened on 13.03.2021 1350 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](http://www.nhidcl.com) only.

12. A standard rent agreement (copy uploaded) shall be executed between the successful bidder and NHIDCL.

General Manager (P)  
NHIDCL PMU Doda  
1<sup>st</sup> Floor, J&K Bank,  
Khellani Market, Khellani  
Doda, J&K  
Email ID: [pmunhidclododa@gmail.com](mailto:pmunhidclododa@gmail.com)

## FORMAT FOR TECHNICAL BID

Name of Work: RFP for the hiring of office space on lease basis for a period of 03 years for PMU at Doda, (District Doda), J&K.

(a) Availability of Parking Space for three vehicles

(i) Yes/No

(ii) If Yes, Details thereof.

(b) Details of the Office Premises:

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 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	<b>A copy of the sanctioned plan of the Building including:</b>	
4.1	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)	
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 NHIDCL	
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.

## FINANCIAL BID

Name of Work: RFP for the hiring of office space on lease basis for a period of 03 years for PMU at Doda, (District Doda), J&K.

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. PMU Office at Doda (Dist. Doda) under PMU-Doda ,J&K.

**Rent payable at the following rate:**

Total carpet area offered for rent / lease		
Rate per Sq. meter (inclusive of all taxes and charges) on carpet area basis	Amount in figure	Amount in words

The rent quoted shall be firm for the 1<sup>st</sup> Year. 4% annual increment shall be applicable after one year from the date of agreement and again after 02 years.

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 and address.