



NHLML/DOINDORE/OFFICE/ESTB/2024

11-3-2024

NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED

(100% SUBSIDIARY OF NATIONAL HIGHWAYS AUTHORITY OF INDIA, UNDER
MINISTRY OF ROAD TRANSPORT AND HIGHWAYS)

BID DOCUMENT

For

**Hiring of Office Accommodation for DIVISIONAL OFFICE-INDORE, NATIONAL
HIGHWAYS LOGITICS MANAGEMENT LIMITED**

National Highways Logistics Management Limited

254a, 2nd Floor, D-21 Corporate Park,
Sector 21-Dwarka, New Delhi, 110077

E-mail: nhlmldivisionalofficeindore@gmail.com

INVITATION FOR BIDS FOR OFFICE ACCOMODATION

1. National Highways Logistics Management Limited (NHLML) invites offers from the Property owners/Developers/Builders/Property Owners/interested bidders for the office accommodation in Indore (Madhya Pradesh) as per details given below:

“Office accommodation measuring about 2500 sq. ft. carpet area in Indore City, Madhya Pradesh (preferably with adequate parking facility (at-least 5 vehicles) for its Divisional Office at Indore on monthly rent basis).

2. The interested agencies may obtain the Tender document from NHLML/NHAI website (www.nhlm.in/www.nhai.gov.in) from 12.03.2024 to 26.04.2024 by payment of non-refundable amount by Demand Draft of Rs.500/- (Rupees five hundred only) drawn in favor of **National Highways Logistics Management Limited**, from any Nationalized / scheduled bank payable at New Delhi.
3. The sealed offers shall be submitted on or before 26.04.2024 upto 15:30 Hrs. in the Office of the National Highways Logistics Management Limited, 254a,2nd Floor, D-21 Corporate Park, Sector 21-Dwarka, New Delhi, 110077 E-mail:nhlmldivisionalofficeindore@gmail.com
4. The sealed technical offers will be opened on 29.04.2024 at 11.30 Hrs. by the committee constituted for this purpose, in the presence of bidders, willing to be present.
5. Detailed Tender Document can be downloaded from NHAI’s/NHLML website: www.nhai.gov.in./www.nhlm.in. The corrigendum will be published only on website: www.nhai.gov.in/www.nhlm.in.
6. NHLML reserves its right to reject any or all the proposal without assigning any reason whatsoever.
7. Offers / Proposal from agents / Brokers will not be accepted.
8. Those owners who have ready to move in premises and can handover premises to NHLML having approval for commercial use / other use from concerned local authority need only apply.
9. Preference shall be given for hiring of office accommodation from the Government agencies like Central / State PSUs etc.

SECTION -II

INSTRUCTIONS TO BIDDERS

FOR SUBMISSION OF BID (OFFICE ACCOMMODATION)

Bidders are advised to study the following procedures carefully before submission of Bids:

1. The Bidders are requested to go through the Bid requirements & detailed terms and conditions as laid down in the Bid document. They must be fully acquainted with all the terms & conditions before quoting. Acceptance of Bid will be on the basis of the following:
 - i. Only owners who pay the cost of the bid document, can submit their offer.
 - ii. Incomplete, conditional offer, offer containing vague and indefinite expression such as “subject to immediate acceptance, conditions apply, subject to condition, authorized to participate etc.” will be rejected.
 - iii. Bid received telegraphically or by Fax shall not be accepted in any circumstances and the same will be rejected.
 - iv. National Highways Logistics Management of India takes no responsibility for any loss of documents / delay / non-receipt of Bid document / bid sent by post or by any other arrangement.
 - v. Bid received after due date & time will not be considered.
 - vi. No post tender correspondence by the participating owner will be entertained.
2. It is proposed to follow the **Two BID Tender System** for this Bid and BIDS should be submitted in the prescribed formats (Annexure - “A-1” & “A-2”):
 - i. **“TECHNICAL BID”** (Annexure-“A-1”) in **ONE COVER DULY SEALED**. This BID is meant only for all technical details of the Offered Premises e.g. address, area, quality of construction, floor ventilation, surroundings, electrical load available, water supply, parking facilities, terms of lease and its renewal. Documents showing permission for Commercial use from the MC/ Govt. Authorities must be enclosed with the Technical Bid only. **Please note that Rent, Advances etc. should not be indicated in the “Technical Bid”.**
 - ii. **“FINANCIAL BID”** (Annexure - “A-2”) in **ONE COVER DULY SEALED**. This BID is meant only for all Financial Details of the Offered Premises e.g. rent/rate, maintenance charges, air conditioning charges, commercial electric meter, generator set charges, taxes, if any, to be borne by the NHLML, enhancement of rent on renewal, advances, if any. All bifurcation given in Financial Bid Form.

3. The items mentioned in the Bid forms (Technical & Financial Bids) only are to be submitted **and no separate sheet should be used.** Bidder is expected to furnish all information required in both the BIDS. **Failure to furnish all information required in the BIDS (Annexure-“A-1” & “A-2”) in every respect may result in the rejection of the BID.**
4. Bidder should **put full signature in blue ink on all the pages** of the Bid forms.
5. Over writing/white inking of any word/figure in the Bid Forms, unless duly Authenticated by the Bidder, are liable to be rejected at the option of the NHLML.
6. Separate Bid Forms should be used for separate Premises, e.g. if a Bidder wants to offer more than one premises then, separate Bid forms and separate covers should be used.
7. The Bid should be submitted personally by the Bidders himself or by the authorized representative and **NOT** through post, courier or **ANY BROKER / AGENT.**
8. Since TWO BID Tender system is to be followed, 3 Covers should be used for submission of Bid as detailed below:
 - i. **Cover - “1” for Technical Bid**
 - a) TECHNICAL BID (duly completed and signed should be put in this cover).
 - b) The Cover should be sealed properly.
 - c) The Cover should be super scribed as:
“Office accommodation measuring about 2500 sq. ft. carpet area in Indore(preferably close access to Highway) with adequate parking facility (at least 5 vehicle) “TECHNICAL BID”.
 - d) Bidder’s Name & Address should be written below the Superscription.
 - ii. **Cover -“2” for Financial Bid**
 - a) “FINANCIAL BID” (duly completed and signed should be put in this cover).
 - b) The Cover should be sealed properly.
 - c) The Cover should be super scribed as:
“Office accommodation measuring about 2500 sq. ft. carpet area in Indore with adequate parking facility “FINANCIAL BID”
 - d) Bidder’s Name & Address should be written below the Superscription.
 - iii. **Cover - “3” containing both the above Cover 1 & Cover 2**

Both Cover 1 (Technical Bid) & Cover 2 (Financial Bid), prepared as above, should be put in this cover.

- a) The Cover should be sealed properly.
- b) The Cover should be Super scribed as:

“Office accommodation measuring about 2500 sq. ft. carpet area in Indore with adequate parking facility.

9. Sealed Offers prepared in accordance with the procedures enumerated above must be delivered to the Office of the National Highways Logistics Management Limited, 254a,2nd Floor, D-21 Corporate Park, Sector 21-Dwarka, New Delhi, 110077 E-mail:nhlmldivisionalofficeindore@gmail.com
10. After Technical Bids are opened and evaluated, a list of short-listed Bidders will be prepared. The short-listed Bidders will be contacted for inspection of their premises. The Financial Bids of technically qualified offers shall be opened only after inspection of the premises. The Financial Bid opening date & time shall be intimated to technically finalized bidders only.
11. Charges towards Registration / Lease Agreement, if any, shall be borne by the Owner.
12. One month’s rent would be paid as advance to the Owner at the time of entering into the Agreement, which may be adjusted or refunded at the time of vacating the premises.
13. The minimum tenancy / lease period shall be two years of fixed lease rent basis subject to extension on mutual terms & conditions thereafter.
14. Bids will be evaluated on the basis of “Rent per Sq. ft. of the Carpet Area” as quoted in the Financial Bid.
15. NHLML reserves the right to reject any or all bids at anytime without assigning any reason thereof.
16. Offers / Proposal from agents / Brokers will be not be accepted.

Accepted

**Name & Signature of the Owner
/ Authorized
Representative**

Place

:

Date:

OFFER LETTER TO BE GIVEN BY THE OWNER (S), OFFERING PREMISES ON LEASE

SECTION-III

TECHNICAL BID

Annexure - "A-1"

(Please read guidelines carefully. No column / row should be left blank)
RATE OF RENT MUST NOT BE MENTIONED ANYWHERE IN THIS FORM

From:

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.....
.....

To,
Divisional Officer, Indore
National Highways Logistics
Management Limited,
254a, 2nd Floor, D-21 Corporate Park,
Sector-21 Dwarka, New Delhi,
110077
Email:nhlmldivisionalofficeindore@g
mail.com,

Dear Sir,

Sub: Hiring of Office Accommodation for Divisional Office-Indore, NHLML
I / We, refer to your advertisement dated in
newspaper..... (name of the newspaper) / website and offer to give
you on lease the premises described herein below for your office and furnish the
Technical details thereon.

TECHNICAL DETAILS:

1	Name of the Owner	
2	Name of the Co-owners / Partners / Directors (Whichever applicable)	
3 (a)	Full Address of premises offered on lease / rent to NHLML	
3 (b)	Certified completion plan of the premises offered and plan of the building	
3 (c)	Letter / Approval of local Authority for use of commercial purpose for premises offered	

3(d)	Photographs (outer/internal) of the premises offered.	
4	Type of Property (Freehold / Lease Hold)	
5	Distance from the main road / cross road.	
6	Whether direct access to the premises from the main road?	
7	Area offered floor wise (in carpet area)	i. Basement Sq. Ft. ii. Ground FloorSq. Ft. iii. 1 st Floor Sq. Ft. iv. 2 nd Floor Sq. Ft. Total useable carpet area Sq. Ft. (..... Sq. Ft.)
8	Type of Construction (Brick / concrete with masonry)	
9	Year of Construction	
10	Boundaries (Detail of other properties / Road / others on either side of our property)	East West North South
11	Specified whether the area is carpet / plinth floor	
12	If the building is new, whether occupancy certificate is obtained.	

TERMS AND CONDITIONS:

The premises shall be made available for at least 01 (One) year unconditionally from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations etc. with a further renewal period of 01 (One) year, subject to maximum of 3(three) years.

NHLML will 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 any liability of any compensation for earlier termination.

UNDERTAKING:

Non-domestic house Tax shall be borne by the property owner.

- i. The domestic electricity & water connections at said property shall be converted to non- domestic / commercial category by land owner his own cost.

DECLARATION:

- a) The following amenities are available in the premises or I/we agree to provide the following amenities: (Strike out whichever is not applicable).
 - i) Separate toilets for Divisional Officer, Gents and Ladies.
 - ii) All windows will be strengthened by grill with glass and mesh doors.
 - iii) Required power load for the normal functioning of the Divisional Office, Indore and the requisite electrical wiring / points will be provided. The electric connection will be provided as commercial connection.
 - iv) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
 - v) Space for fixing NHLML signboard will be provided.
 - vi) Space for fixing Generator set will be provided.
 - vii) Stock / stationery / record room shall be provided as per requirement of NHLML
 - viii) Space for vehicle parking shall be provided adequately.
- b) 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 property. A copy of valid title deed along with map is enclosed.(Appendix-A)
- c) If my / our offer is accepted, I / We will give the possession of the above premises to NHLML on dated with all desired repairs, renovations, alterations etc.
- d) I / We further confirm that this offer is irrevocable and shall be valid for 180 (one hundred eighty) days from the date of this offer, for acceptance by you.
- e) The bidder shall submit an undertaking in the enclosed format (A & B)

Bid Security Deposition and Forfeit:-

A. BID Security / EMD:

- (a) The Bidder shall furnish as part of the offer / bid. Bid Security for an amount of Rs. 5,000/- (Rupees Twenty thousand only) in the form of Demand Draft in favour of National Highways Logistics Management Limited, payable at New Delhi issued by Nationalized / Schedule bank of RBI.
- (b) As bid / offer not accompanied by an acceptable earnest money shall be rejected by NHLML as non-responsive.
- (c) Earnest money of the bidder shall be returned within 60 days after signing of agreement with successful bidder.
- (d) NHLML reserves the right to cancel the bid without furnishing reason thereof.

- (e) The bid offer shall not be accepted with additional conditions apart from the above mention condition.

B. EMD/Bid Security forfeited in case:-

- (a) If the bidder withdraws the bid within 90days of bid submission.
- (b) In case a successful bidder, if bidder fails to sign the Agreement.
- (c) In case any information furnished in the bid documents is found wrong.

Yours Faithfully

Place

(Name of Owner/S)

:

Date:

OFFER LETTER TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON LEASE

SECTION-III

Annexure-“A-2”

FINANCIAL BID

From:

.....
.....

To,
DO-Indore, NHLML
254a, 2nd Floor, D-21 Corporate Park,
Sector-21 Dwarka, New Delhi,
110077
Email:nhlmldivisionalofficeindore@
gmail.com

Dear Sir,

Sub: Hiring of Office Accommodation for Divisional Office Indore-NHLML

I / We, refer to your advertisement dated In (name of the newspaper) / website and offer to give you on lease the premises described herein below for your Office i.e. Divisional Office Indore

FULL ADDRESS OF PREMISES OFFERED ON LEASE:

FINANCIAL DETAILS

TERMS AND CONDITIONS:

a) **Rent: Rent payable at the following rate:**

FLOOR	CARPET AREA (Sq. Ft.)	RENT	
		In Figures	In Words
i) Basic Rent			
ii) Rent for Services if any, AC, Society Charges etc. (give details)			

Rent will be payable from the date of handing over vacant possession of the premises to Divisional Office Indore after completion of necessary repairs, renovation, addition etc. and rent will be payable every month on or before the 10th of each month following the month for which the same becomes due.

b) **Lease Period:**

Initial period of lease will be 01 (one) years from the date of handing over vacant possession extendable up to 3 (three) years on mutual consent.

c) **Taxes / Rates:**

All existing and future / enhanced Municipal Corporation taxes, rates and other taxes will be paid by me / us. Fees / Renewal fees towards obtaining NOC from COMPETENT LOCAL AUTHORITY for commercial use of the premises will be borne by me / us.

d) **Maintenance / Repairs:**

- i) NHLML shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including annual / periodical, white washing and periodical painting will be done by me / us at my / our cost. In case, the repairs and / or white / colour washing is / are not done by me / us as agreed now, NHAI will be at liberty to carry out such repairs white / colour washing, etc. at NHAI cost and deduct all such expenses from the rent payable to me / us.

e) **Rental Deposit:**

NHLML to give me / us advance rent / rent deposit for 01 which will be refunded to the NHLML at the time of vacating the premises or NHAI will be at liberty to adjust the same from the rent payable.

f) Lease Deed / Registration Charges:

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.

g) Service Tax:

Service Tax applicable, if any, will be paid by me / us.

h) Annual Increase:

Annual increase shall be not more than 5% annual. Annual increase is only admissible on annual extension of tenancy.

UNDERTAKING:

- a) Non-domestic house Tax shall be borne by the property owner.
- b) The domestic electricity & water connection at said property shall be converted to non- domestic / commercial category by land owner its own cost.

DECLARATION:

- a) I / We, am / are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of owner/s and NHLML Officials after completion of the building in all respects as per the specification / requirement of the NHLML.
- b) **The concept carpet area for rental purpose is clearly understood by me / us.** According to which the carpet area means are of premises less toilet, passage, walls / columns, staircases, veranda, lobby, balcony, kitchen etc., even through the same is given to NHAI's use.
- c) The charges / fees towards scrutinizing the title deeds of the property by the NHLML approved lawyer, if required will be borne by me / us.
- d) I / We further confirm that this offer is irrevocable and shall be open for 90 (Ninety) days from the date thereof, for acceptance by you.

Yours Faithfully

Place

(Name of Owner/S)

:

Date:

UNDERTAKING to Technical Bid

Name of work: Hiring of Office premises on monthly rental basis for
Divisional Office Indore

I undertake to accept and abide myself the terms and conditions of above, of the bid as mentioned in this bid documents for Hiring of Office Premises on monthly rental basis for Divisional Office Indore

Further, I also undertake that:

- (i) My / our house or building shall be converted into Non-domestic / Commercial and House Tax shall be borne by us.
- (ii) That, the domestic electricity and water connections of the property offered by us shall be converted to non-domestic/commercial category by our own cost.

Place:

Date:

Signature and Seal

Owner Name Full

Address

To,
DO Indore,NHLML
254a, 2nd Floor, D-21 Corporate Park,
Sector-21 Dwarka, New Delhi,
110077

UNDERTAKING to Technical Bid

Name of work: Hiring of Office premises on monthly rental basis for
Divisional Office Indore

I undertake to accept and abide myself the terms and conditions of above, of the bid as mentioned in this bid documents for Hiring of Office Premises on monthly rental basis for Divisional Office Indore

Further, I also undertake that my / our no relative is working under any unit of National Highways Logistics Management Limited.

Place:

Date:

Signature and Seal

Owner Name Full

Address

To,
DO-Indore, NHLML
254a, 2nd Floor, D-21 Corporate Park,
Sector-21 Dwarka, New Delhi, 110077