



INDIAN HIGHWAYS MANAGEMENT COMPANY LIMITED

REQUEST FOR PROPOSAL (RFP)

29th April 2025

Hiring of Office Premises For IHMCL, Corporate Office, New Delhi

**Indian Highways Management Company Limited
1st Floor, NHAI HQ, G-5 & 6 Sector 10, Dwarka, New Delhi – 110075**

SHORT TERM QUOTATION FOR OFFICE PREMISES FOR IHMCL IN DELHI NCR

INVITATION FOR BIDS FOR OFFICE PREMISES

1. Introduction:

Indian Highways Management Company Limited (IHMCL), is a company jointly promoted by National Highways Authority of India (NHAI) along with its Concessionaires and Financial Institutions, seeks to acquire ready to move office premises on lease for its Central Corporate Office for an initial period of 05 (Five) years which may be renewed from time to time, if required. Interested parties, including the Government agencies like Central / State PSUs / Not for profit Organizations/ Property owners/ Developers/ Builders are invited to submit Short-Term Quotations (STQ) as per the criteria outlined below.

2. Requirements:

- a) **Location:** Delhi NCR, within 03 (Three) km from NHAI HQ (G 5&6, Sector 10 Dwarka, Dwarka, Delhi, 110075).
- b) **Space Required:** Minimum 10,000 sq. ft. (carpet Area).
- c) **Proximity:** Within 01 (one) Km walking distance from Sector 10, Dwarka Metro Station.
- d) **Parking:** Adequate dedicated space for 10 cars as per ECS norms, along with visitor parking.
- e) The building offered should be structurally sound and suitable for use as office and preferably ready to be occupied with partitions, toilets, lifts, complete air conditioning etc. in place / fully working conditions.
- f) **Building Standards:**
 - Certified as per BEE/IGBC/LEEDS/GCBI/GRIHA standards.
 - Compliance with ISHRAE/WHO ventilation & air conditioning guidelines.
 - Comprehensive CCTV coverage for common areas.
 - Adequate lift facilities having access all 7 days in week.
 - Having all statutory fire clearances from Delhi Fire Service (DFS).
- g) **Preference will be Given To:**
 - Public Sector Units /Govt. Department / Public Financial Institutions/ Not for profit Organizations.
 - Buildings with reputable national and international tenants.

- h) There should be natural lighting and ventilation in the campus/compound along with accessible green spaces.
- i) The building should be Centrally Air Conditioned or should have adequate air conditioning facilities.
- j) The premises should have suitable power supply for commercial operations.
- k) Uninterrupted power supply / back up for all essential services, working spaces and common area lighting.
- l) All building services such as lifts, power supply, plumbing, sewerage system, shall be fully operational at the time of submission of the offer by the bidder.
- m) The building should have adequate security provisions such as compound wall, gate, CCTV etc.
- n) The building should have exclusive toilet facilities separately for ladies and gents.

3. The cost of installation and repair & maintenance of civil / electrical installation including Air Conditioning Facilities, Power backup (generator sets), lifts and common areas (if any) etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables items will be done by the IHMCL.

4. The owner / landlord will allow the lessee to construct cabins / partitions, stationery room, record room, server as per the IHMCL functional requirements during the lease period / extended Lease period.

5. After taking possession, if it is found that any item or work remain unattended or not according to lessee's specification, the owner /landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default IHMCL will have right to get the above unfinished jobs / works /items completed by availing the services of other agencies and recover the amount so incurred from the rent payable.

6. The **rent proposed to be charged per square feet per month** on the carpet area **should be inclusive of property tax and/or any other similar tax /cess / duties etc.** to be paid to various authorities. It may be noted that **the stamp duty and registration charges in respect of the lease deed** (if any payable) **will be paid /borne by the lessor and lessee on equal sharing.**

7. Bidders may note that no increase in rental and other applicable charges will be allowed for initial 03 (Three) years and subsequently rental and other applicable charges will be increased by 20% after completion of every 03 (Three) years period.

8. The premises offered should preferably be in ready to move condition and the owner of the premises will have to hand over the possession of premises within thirty days of the receipt of the approval by the Competent Authority.

9. The lessee shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner / landlord by giving 06 (six) months' notice. The owner / landlord shall not claim / shall not be entitled for any compensation /rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the lessee.

10. There shall be rent free fitment period of 60 (days) starting immediately from the date of handing over or deemed handover of the premises. The lease rental and other charges as applicable shall commence immediately after aforementioned fitment period of 60 days from the date of handing over or deemed handover of premises or operational of premises, whichever is earlier.

11. Required Documents:

- a) Owner/Agency details (including PAN, TAN, and registration numbers).
- b) Property location, type, and legal status.
- c) Construction details, building condition, and age.
- d) Amenities, security, and compliance certifications.
- e) Lease terms and conditions annexed.

12. 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 Five Thousand Only) in the form of Demand Draft in favour of Indian Highways Management Company 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 IHMCL as non-responsive.
- c) Earnest money of the bidder shall be returned within 60 days after signing of agreement with successful bidder.
- d) IHMCL 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 90 days 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.

13. Submission Guidelines:

- a) Owners or authorized agencies with clear legal titles must submit their quotations.
- b) No brokerage shall be paid by IHMCL.
- c) Site inspection and evaluation will be conducted by the Tender Evaluation Committee of IHMCL.
- d) Any technical bid with misrepresentation of facts or incomplete details or without mandatory documents or any offer for an incomplete premises will be summarily rejected and their technical evaluation will not be done.
- e) Interested parties can download Detailed Tender Documents from <https://ihmcl.co.in> and should regularly visit <https://ihmcl.co.in> for updates and corrigenda.
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- f) The sealed offers shall be submitted physically on or before 19th May, 2025 upto **06:00 PM at IHMCL, 1st Floor, NHAI HQ, G-5&6, Sector-10, Dwarka, New Delhi.**
- g) Bidder should **put full signature in blue ink on all the pages** of the Bid forms.
- h) Overwriting/ white inking of any word/figure in the Bid Forms, are liable to be rejected.
- i) 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.
- j) The Bid should be submitted personally by the Bidders himself or by the authorized representative and **NOT** though post, courier or **ANY BROKER/ AGENT.**

14. The procedure for submitting Bids is mentioned below: -

- a) The intending parties should send their sealed proposal / bid addressed to the **Vice President (HR & Admin), IHMCL, 1st Floor, NHAI HQ, G-5 & 6 Sector 10, Dwarka, New Delhi – 110075.** The bid is to be submitted in two parts-Technical and Financial bid. The Technical and Financial bid proforma have been placed as Annexure 'A' and 'B' respectively to the accompanying tender document.

- b) Technical bid (Annexure 'A') should be submitted in a sealed envelope (**Envelope-I**), superscripted as “**TECHNICAL BID FOR OFFICE SPACE FOR IHMCL IN DELHI NCR**” along with documents mentioned at para 11 above.
- c) The Financial Bid (Annexure 'B') should be submitted in another sealed envelope (**Envelope-II**), superscripted as “**FINANCIAL BID FOR OFFICE SPACE FOR IHMCL IN DELHI NCR**”..
- d) Envelope (I) and (II) should be placed in **another larger envelope** which should also be properly sealed. This envelope should be superscripted as: “Tender for Hiring of office premises in Delhi NCR”.
- a) The proposal/bid should be deposited physically in the drop box at IHMCL, 1st Floor, NHAI HQ, G-5 & 6 Sector 10, Dwarka, New Delhi – 110075. No other mode of submission is accepted.

Important Note:-

- a) The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected in as much as the envelope containing the financial bid shall not be opened.
- b) Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non-submission of requisite documents, non-sealing of envelopes) shall lead to **rejection of bid document ab-initio**.
- c) In case of any ambiguities regarding any of the terms/criteria mentioned in this tender document, the decision of the Tender Evaluation Committee in this regard **would be final and binding on all the stakeholders**.

15. The last date for physical submission of the Bid is **19.05.2025 upto 06:00 PM at IHMCL, 1st Floor, NHAI HQ, G-5&6, Sector-10, Dwarka, New Delhi.**

- a) The technical bids (physical) would be opened on **20.05.2025 at 11:30 Hrs.** at IHMCL, 1st Floor, NHAI HQ, G-5&6, Sector-10, Dwarka, New Delhi. Representatives of the bidders shall be allowed to attend the opening of the bids only if they produce letter of authority on the letterhead of the bidder, at the time of opening of bids.
- b) After opening the Technical Bids and before opening of the Financial Bids, the Evaluation Committee will first screen the offers and shortlist the premises qualifying the norms mentioned in the tender documents for physical inspection. Physical inspection of the shortlisted premises covered by the tendered bids shall

be carried out by the Evaluation Committee to verify whether the offer complies with the technical specifications or otherwise. 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.

- c) The Financial Bids of those who qualify on evaluation of technical bids by the Evaluation Committee would be opened later, the date of which will be intimated to the qualified bidders separately. It may however be noted that if any bidder quotes NIL charges /consideration, the bid shall be treated as unresponsive and will not be considered.

16. All disputes lie within the jurisdiction of New Delhi. All disputes in connection with the execution of Contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at New Delhi only.

17. Terms & conditions given in this tender document are sacrosanct and shall be considered as an integral part of this offer / tender.

18. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents or misrepresentation of facts is liable to be rejected. The Evaluation Committee may also call for any additional details / documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and completeness of the documents submitted. Submission of wrong or incomplete details / documents would render the tender form invalid.

19. Participation in the tender process does not entail the bidders any commitment from the IHMCL. The IHMCL will not be liable for any damage/loss caused to the bidders due to tendering process. The IHMCL reserves the right to reject any / all offers including that of the lowest tenderer without assigning any reasons.

**Lt Col Sukhwant Singh Dhindsa
Vice President (HR/Admn)
Indian Highways Management
Company Limited (IHMCL)
1st Floor, G5 & 6, Sector-10,
Dwarka, New Delhi-110075.**

SUBJECT:-

**Short Term Tender for OFFICE PREMISES FOR IHMCL IN DELHI NCR–
Reg.**

TECHNICAL BID

This offer is with reference to the advertisement released in the Tenders section Indian Highways Management Company Limited (IHMCL), website <http://ihmcl.co.in> for taking office premises on Lease Basis. The details of the premises offered are as under:

1.	Name & Address of the licensee	
2.	E-Mail ID	
3.	Contact Details	
4.	Agreement Type	
5.	Tentative date of availability of the property for occupancy	
6.	Rent Mode	
7.	Rest Room & Toilets	
8.	Air Condition facility	
9.	Office Type	
10.	Building Type	
11.	Floor Offered	
12.	Area Offered	
13.	High Speed Elevators	
14.	Fire Safety Compliance Building	
15.	Nearest Metro Station and distance from the premises	
16.	Distance from NHAI HQ to the premises	
17.	Electric power supply	
18.	Building Facilities	

*Enclose documents where required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I _____son of Shri _____solemnly declare to the best of my knowledge and belief, the information given above and, in the enclosure, accompanying it, is correct, complete and truly stated.

Yours faithfully

*Signature and stamp of the Authorized
signatory*

Name:

Designation:

Place:

Date:

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

FINANCIAL BID

From:

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To,

Vice President (HR/Admin)
Indian Highways Management Company Limited (IHMCL)
1st Floor, G5 & 6, Sector-10,
Dwarka, New Delhi-110075

Email: sukhwant.dhindsa@ihmcl.com

Dear Sir,

Sub: Hiring of Office Premises for IHMCL

I / We, refer to your Tender dated In website and offer to give you on lease the premises described herein below for your Office i.e., IHMCL, Corporate Office, 1st Floor, G5 & 6, Sector-10, Dwarka, New Delhi-110075

FULL ADDRESS OF PREMISES OFFERED ON LEASE:

FINANCIAL BID**TERMS AND CONDITIONS:****a) Lease payable at the following rate (excluding GST):**

FLOOR	TOTAL AREA (Sq. Ft.)	LEASE/ per Sq ft. in Rs		Total Lease per month (In Rs.)
		In Figures	In Words	
i) Basic Lease rental				
ii) Other Charges if any, Maintenance Charges, AC, Society Charges etc. (give details)				

Lease will be payable from the date of handing over vacant possession of the premises to IHMCL after completion of necessary repairs, renovation, addition etc. and Lease 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 05 (Five) years from the date of handing over vacant possession extendable up to 03 (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) IHMCL shall bear actual charges for consumption of electricity. I / We undertake to provide separate electricity meters for this purpose.

DECLARATION:

- a) I / We, am / are aware that, the lease shall be calculated as per the total area which will be measured in the presence of owner/s and IHMCL Officials after completion of the building in all respects as per the specification / requirement of the IHMCL.

- b) I / We further confirm that this offer is irrevocable and shall be open for 180 (One Hundred Eighty) days from the date thereof, for acceptance by you.

Place :

Yours Sincerely

Date :

(Name of Owner/S)

