

IAHE/Project/Supervision/RO-Shimla(PIU-Shimla)/Cablestay/2026-27 date 07.08.2026

NOTICE INVITING QUOTATION (NIQ)

1. Subject and Purpose

Subject: Hiring of office space on lease basis for a period of Three Months for IAHE at Una, Himachal Pradesh.

The Indian Academy of Highway Engineers (IAHE), an executive body under the Ministry of Road Transport & Highways, Government of India, invites sealed quotations in the form of techno-commercial bids from property owners for a fully furnished "ready to move in" premises. The proposed lease shall be for a total duration of **3 Months**, consisting of an initial firm period of **3 Months**, subject to periodic renewals and mutually agreed terms thereafter. The period of lease can be further extended upto a period of **6 Months** on mutual consent.

2. Scope of Work and Requirements

IAHE requires functional office space in Una, Himachal Pradesh, ideally situated within Municipal limits or prominent institutional zones. The premises must meet the following minimum requirements:

- **Carpet Area:** Not less than 100 square meters (sqm).
- **Facilities:** Sufficient rooms suitable for office cabins/workstations with attached toilets, a kitchen/pantry area, and a common reception/waiting area.
- **Parking:** Dedicated, secure parking space for at least 01 (one) four-wheeler.
- **Infrastructure:** Reliable water supply, proper sewerage, and electrical connectivity.

3. Bid Submission Procedure

Proposals must be submitted in two separate sealed covers, enclosed within a single outer envelope.

- **Cover 1: Technical Proposal:** Shall contain the completed format as per **Annexure-I**, accompanied by attested photocopies of ownership titles, land records, and sanctioned building plans.
- **Cover 2: Financial Proposal:** Shall contain the completed format as per **Annexure-II**, providing the rental rate inclusive of all taxes.

Labeling Instructions:

- The individual inner covers must be super-scribed as "Technical Proposal" and "Financial Proposal."
- The outer envelope must be marked: "**BIDS FOR IAHE PREMISES AT UNA.**"
- **Note:** Failure to submit bids in the prescribed formats or omission of required documentation will result in summary rejection.

4. Payment Terms and Dispute Resolution

- **Rent Commencement:** Payable from the date of handing over vacant possession following completion of any agreed-upon repairs or renovations.
- **Payment Schedule:** Monthly payments via Cheque/ECS/RTGS/NEFT within 15 days of the submission of a valid invoice (if applicable).
- **Late Payments:** IAHE shall not be liable to pay any interest on late payments resulting from unforeseen administrative or budgetary circumstances.
- **Dispute Resolution:** In case of any dispute arising from the lease or bid process, the decision of the **Director, IAHE** shall be final and binding on all parties.

5. Important Dates and Annexures

- **Last Date for Receipt of Quotation:** 31.08.2026 by 12:00 hours.
- **Time and Date for Opening of Quotation s:** 31.08.2026 at 13:00 hours.

Reservation Clause: IAHE reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

Annexure I: Technical Specifications Format

Subject: Technical Bid for Hiring Office Space for IAHE at Una, Himachal Pradesh.

S. No.	Particulars	Bidder Response / Details
1	Suitability of location (Address, Ward No., Khasra No. and Khatauni No.)	
2	Plan of building & Sanctioned NOC (Attach copies signed by Owner & Authority)	
3	Year of construction & type of building	
4	Area of vacant land available	
5	Water supply details (Source and drinkability)	
6	Type of sewerage	
7	Electricity (Surface or concealed wiring)	
8	Fencing/Compound wall details	
9	Details of basic furnishing and fixtures (Fans, Lights, etc.)	

Undertaking: I/We hereby undertake to execute a formal lease agreement in favor of IAHE based on mutually accepted terms. I/We further agree to bear the entire cost associated with stamp duty and the registration of the lease deed.

Signature of Property

Owner: _____ **Name:** _____ **Date:** _____

Annexure II: Financial Quote Format

Subject: Financial Bid for Hiring Office Space for IAHE at Una, Himachal Pradesh.

I/We refer to the advertisement dated [Insert Date] on the [Insert Website/Newspaper Name] and offer the following premises on lease to IAHE at Una:

Description	Details
Total Carpet Area Offered (in Sqm/Sq. ft)	
Rate per Sq. ft (Inclusive of all taxes and charges)	
Total Monthly Rental Amount (in figures)	
Total Monthly Rental Amount (in words)	

Undertaking: I/We undertake to execute the lease deed in favor of IAHE and confirm that the rates quoted above are inclusive of all applicable taxes, cess, and maintenance charges. I/We shall bear the full cost of registration and stamp duty.

Signature of Property

Owner: _____ **Name:** _____
_____ **Date:** _____