

**NOTICE INVITING OFFERS (NIO) FOR
LEASING OF COMMERCIAL SPACE FOR
ESTABLISHMENT OF “PURVI”
SHOWROOM AT INDORE, MADHYA
PRADESH TO NORTH EASTERN
HANDICRAFTS AND HANDLOOMS
DEVELOPMENT CORPORATION
LIMITED (NEHHDC)**



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NEHHDC

**North Eastern
Handicrafts and Handlooms
Development Corporation**

(A Government of India Enterprise)

Crafts Promotion & Experience Center, Garchuk, Pamohi Road, Guwahati, Assam – 781035,
Website: www.nehhdc.com

**NOTICE INVITING OFFERS (NIO) FOR LEASING OF COMMERCIAL SPACE FOR ESTABLISHMENT OF
“PURVI” SHOWROOM AT INDORE**

NOTICE AT A GLANCE

Sl. No.	Particulars	Details
1	Name of Requirement	Leasing of ready-to-use commercial premises for establishment of “PURVI” Handloom & Handicrafts Showroom, INDORE
2	Preferred Location	Vijay Nagar–AB Road/Scheme 54, New Palasia–56 Dukan/Greater Kailash Road, Saket–Old Palasia, M.G. Road–Race Course fringe, and AB Road–Nipania/Bypass frontage or any other suitable commercial locations.
3	Area Required	Approx. 3,000 sq. ft. contiguous carpet area; ground floor preferred
4	Nature of Requirement	Premises required strictly on lease/rental basis (not for purchase)
5	Cost of Notice Document	Available free of cost through the CPPP e-Procurement Portal and NEHHDC website.
6	Earnest Money / Bid Processing Fee	Not applicable
7	Mode & System of Submission	Two-Cover Online Bid System through the CPPP e-Procurement Portal, comprising Technical Bid and Financial Bid. No physical submission of bids shall be accepted.
8	Last Date & Time for Submission of Offers	21/10/2026 (11:00 AM IST)
9	Date and Time of Opening of Technical Bid	As specified in the CPPP e-Procurement Portal.
10	Last Date for Pre-Offer Queries/Clarifications	04/10/2026 (05:30 PM IST)
11	Validity of Offer	180 days from the last date of submission.
12	Contact Person for Queries & Site-Visit Coordination	DGM (TECHNICAL). Email: dgmtechnical@nehhdc.com

1. PREAMBLE AND OBJECTIVE

North Eastern Handicrafts and Handlooms Development Corporation Limited (“NEHHDC” or the “Corporation”), a Government of India Enterprise under the Ministry of Development of North Eastern Region (M-DoNER), is engaged in the promotion, marketing and development of handloom and handicraft products of the North Eastern Region through its retail chain of “PURVI” showrooms.

NIO Ref. No.: NEHHDC PURVI/NIO/INDORE/317/7553

With a view to expanding its retail presence and establishing a premium “PURVI” Handloom and Handicrafts Showroom at INDORE, NEHHDC invites offers from owners of suitable commercial premises willing to lease their property to NEHHDC on mutually agreed terms and conditions, through a fair, transparent and competitive process, as set out in this Notice.

2. PREFERRED LOCATION

he premises shall preferably be located in the established premium commercial areas of Indore, including Vijay Nagar–AB Road/Scheme 54, New Palasia–56 Dukan/Greater Kailash Road, Saket–Old Palasia, M.G. Road–Race Course fringe, and AB Road–Nipania/Bypass frontage, or any other suitable commercial locations directly facing the main road or offering equivalent commercial visibility and convenient customer access.

Offers for premises situated outside the above preferred locations may also be considered, provided such premises satisfy the essential technical and physical requirements specified in this Notice and demonstrate comparable commercial suitability against the evaluation parameters specified under Para 7.

3. ESSENTIAL TECHNICAL AND PHYSICAL REQUIREMENTS

The premises offered should meet the following requirements. Non-compliance with any essential requirement below may render the offer liable to rejection at the technical evaluation stage:

- i. **Floor:** Ground floor premises shall be given preference.
- ii. **Area:** Approximately 3,000 sq. ft. of contiguous and efficiently usable carpet area.
- iii. **Frontage:** Broad, clearly visible and commercially suitable frontage for a premium retail showroom, with provision for prominent façade branding and illuminated signage.
- iv. **Access:** Independent, barrier-free and unrestricted customer and staff access during normal and extended retail hours, including weekends and holidays.
- v. **Parking:** Adequate and legally usable parking space for customers and official vehicles. Roadside parking alone shall not be treated as dedicated parking.
- vi. **Loading and unloading:** Suitable arrangement for loading, unloading and movement of merchandise without disrupting customer access.
- vii. **Building condition:** The premises should be structurally sound, free from seepage and major defects, and suitable for premium showroom interiors and fit-out works.
- viii. **Utilities:** Adequate sanctioned electricity load, water supply, drainage, washrooms, ventilation, and provision for air-conditioning, internet and backup power.
- ix. **Statutory suitability:** The property must be approved or legally permissible for commercial/retail use and should comply with applicable municipal, fire-safety, building and accessibility requirements.
- x. **Possession:** The premises should be free from occupation, litigation and encumbrances affecting its use, and capable of being handed over within the period proposed by the owner.

The above requirements constitute the minimum essential requirements for technical compliance. Compliance with these requirements shall be assessed on a Pass/Fail basis. Comparative assessment of technically compliant properties shall thereafter be undertaken in accordance with the Technical / Commercial Suitability Evaluation specified under Para 7.

4. ELIGIBILITY CRITERIA AND DOCUMENTS TO BE SUBMITTED

NIO Ref. No.: NEHHDC PURVI/NIO/INDORE/317/7553

The offer should be submitted by the lawful owner of the property or a duly authorised representative, and must be accompanied by self-attested copies of the documents listed in the Checklist at Annexure-I. Offers not accompanied by the mandatory documents indicated therein, or containing incomplete or illegible documents, are liable to be summarily rejected.

5. TWO-COVER ONLINE BID SYSTEM

The offer shall be submitted online through the CPPP e-Procurement Portal under the Two-Cover Bid System, comprising the following:

Cover 1 – Technical Bid: The bidder shall upload the Technical Bid, duly filled and signed Annexure-I and Annexure-II, along with the requisite supporting documents specified in Annexure-I.

Cover 2 – Financial Bid: The bidder shall submit the Financial Bid online through the BOQ/Price Bid format provided on the CPPP e-Procurement Portal.

The bidder shall ensure that no financial/commercial information is disclosed in the Technical Bid. The Financial Bid shall be considered/opened only for bidders found technically compliant and qualified for financial evaluation in accordance with Para 7 and the CPPP e-Procurement procedure.

6 FINANCIAL / COMMERCIAL OFFER

The Financial Bid shall be submitted online through the BOQ/Price Bid format provided on the CPPP e-Procurement Portal. The bidder shall quote the required financial particulars strictly in the prescribed BOQ/Price Bid format.

The commercial parameters specified in Annexure-III shall form the basis for preparation of the online Financial Bid/BOQ, as applicable.

For the purpose of comparative financial evaluation under Para 7, the evaluated monthly financial outgo shall be determined from the financial components specified in the prescribed CPPP BOQ/Price Bid.

No financial quotation submitted separately in the Technical Bid or otherwise outside the prescribed CPPP Financial Bid/BOQ shall be considered.

The Financial Bid shall be considered only through the online Financial Bid/BOQ submitted on the CPPP e-Procurement Portal.

7. SELECTION PROCESS AND EVALUATION METHODOLOGY

The offers shall be evaluated in the following stages:

7.1 Stage I – Mandatory Technical Compliance (Pass/Fail)

The Technical Bids shall first be scrutinised for completeness, eligibility, required documentary support and compliance with the essential technical, physical, statutory and other mandatory requirements specified in this Notice, including Para 3 and Annexure-II.

The essential requirements shall be assessed on a **Pass/Fail basis**. An offer failing to satisfy any essential requirement may be treated as technically non-compliant and shall not be considered for further evaluation.

7.2 Stage II – Technical / Commercial Suitability Evaluation – 70 Marks

Properties found technically compliant under Stage I shall be comparatively evaluated on the basis of their suitability for establishment and operation of the proposed “PURVI” Handloom & Handicrafts Showroom.

The maximum marks under this stage shall be **70**, as follows:

Sl. No.	Evaluation Parameter	Maximum Marks
1	Location and Established Commercial / Retail Character	15
2	Frontage and Visibility	15
3	Customer Access and Entry	12
4	Parking and Customer Convenience	10
5	Internal Layout and Showroom Suitability	10
6	Operational Suitability and Utilities	8
Total		70

The detailed assessment shall be based on the factual particulars furnished by the bidder in Annexure-II, supporting documents submitted with the Technical Bid and verification of the offered premises through site inspection, wherever undertaken.

A minimum score of **49 out of 70 marks** shall be required to qualify for financial evaluation.

The marks awarded under Stage II shall be recorded by the Evaluation Committee against the disclosed evaluation parameters and their respective assessment basis.

7.3 Assessment Basis for Technical / Commercial Suitability

The assessment under Stage II shall be made against the following parameters:

1. Location and Established Commercial / Retail Character – 15 Marks

Assessment shall consider the established commercial/retail character of the locality, prominence of the location, nature of surrounding commercial activity and suitability of the location for a premium retail showroom.

2. Frontage and Visibility – 15 Marks

Assessment shall consider the width and usability of frontage, visibility from the approach/main road, façade exposure and suitability for prominent showroom signage and branding.

3. Customer Access and Entry – 12 Marks

Assessment shall consider independent customer access, ease of entry, barrier-free access, number and usability of entrances and convenience of access during showroom operating hours.

4. Parking and Customer Convenience – 10 Marks

Assessment shall consider the availability and usability of dedicated parking for customers and official vehicles and the overall convenience of customer arrival and departure. Roadside/public parking not specifically available for the offered premises shall not be treated as dedicated parking.

5. Internal Layout and Showroom Suitability – 10 Marks

Assessment shall consider the efficiency and usability of the offered carpet area, internal configuration, dimensions, circulation space and suitability for showroom display, customer movement, storage and other related retail functions.

6. Operational Suitability and Utilities – 8 Marks

Assessment shall consider loading/unloading arrangements, sanctioned electricity load, water supply, drainage, washrooms, ventilation and provision for air-conditioning, internet connectivity and backup power.

7.4 Stage III – Financial Evaluation – 30 Marks

Financial Bids of only those bidders who qualify under Stage I and obtain the minimum qualifying score under Stage II shall be considered.

For financial comparison, the **evaluated monthly financial outgo** shall be determined from the prescribed CPPP BOQ/Price Bid, based on the recurring financial components specified therein and applicable to the offered premises.

The bidder having the lowest evaluated monthly financial outgo shall be assigned **100 financial points**.

Financial points for other bidders shall be calculated using the following formula:

Financial Points = (Lowest Evaluated Monthly Financial Outgo / Bidder's Evaluated Monthly Financial Outgo) × 100

The weighted financial score shall be calculated as:

Weighted Financial Score = Financial Points × 30 / 100

Thus, the maximum weighted financial score shall be **30 marks**.

7.5 Overall Evaluation

The overall score shall be calculated as:

The bidder securing the **highest overall score out of 100 marks** shall be ranked **H-1**, subject to approval of the Competent Authority and compliance with all applicable terms and conditions of the Notice.

The lowest financial offer shall not automatically confer a right of selection where another technically/commercially more suitable property obtains a higher overall score under the disclosed evaluation methodology.

7.6 Evaluation Safeguards

- a. No automatic marks shall be awarded merely on account of the property being situated in any particular preferred location listed in this Notice.
- b. The preferred locations indicated in this Notice are intended to guide the location preference; comparative evaluation shall be based on the disclosed evaluation parameters.
- c. Projected sales, projected turnover, anticipated future footfall or future commercial development shall not be used as independent evaluation criteria.
- d. Roadside or public parking not specifically available for use in connection with the offered premises shall not be treated as dedicated parking.
- e. Site inspection, wherever undertaken, shall be for verification of the particulars furnished by the bidder and assessment against the disclosed evaluation parameters. No new evaluation criterion shall be introduced during site inspection.
- f. No criterion, parameter or sub-parameter other than those disclosed in this Notice shall be introduced after opening of the Technical Bids.
- g. The Evaluation Committee shall record the basis for the marks awarded under the Technical / Commercial Suitability Evaluation.

7.7 Tie-Breaking

In the event that two or more bidders obtain the same overall score, the bidder having the **higher Technical / Commercial Suitability Score** shall be ranked higher.

If the Technical / Commercial Suitability Scores are also identical, the bidder having the **lower evaluated monthly financial outgo** shall be ranked higher.

If the scores and evaluated monthly financial outgo are also identical, the matter shall be placed before the Competent Authority for an appropriate decision based on the recorded evaluation.

7.8 Final Approval and Lease

The recommendation of the Evaluation Committee shall be placed before the Competent Authority of NEHHDC for approval. Upon approval, a Letter of Intent may be issued to the selected owner, followed by execution of the formal Lease/Rent Agreement incorporating the approved terms and conditions.

8. GENERAL TERMS AND CONDITIONS

- i. NEHHDC may undertake technical, commercial and legal due diligence, including site inspection, verification of area and scrutiny of ownership and statutory documents.
- ii. Measurement of the premises shall be jointly verified. Rent shall ordinarily be considered on the accepted carpet area, unless otherwise approved.
- iii. The selected owner shall permit NEHHDC to undertake non-structural fit-out, interior, electrical, HVAC, security, signage and branding works, subject to applicable approvals.
- iv. Rent shall commence only after physical possession of the premises is handed over in the agreed condition and on completion of the mutually accepted fit-out/rent-free period.
- v. Major structural repairs, seepage treatment and building-related statutory compliance shall ordinarily remain the responsibility of the owner and shall be completed before handover.
- vi. The premises must provide uninterrupted access to customers, employees and authorised service providers during the agreed showroom operating hours.
- vii. No brokerage or intermediary charges shall be payable by NEHHDC unless specifically approved in writing in advance.
- viii. The owner shall disclose all mortgages, tenancies, disputes, litigation, acquisition notices or statutory restrictions concerning the property. Suppression or misrepresentation of any material fact may lead to rejection or cancellation of the offer at any stage.
- ix. The offer shall remain valid for acceptance for a minimum period of 180 days from the last date of submission, or such extended period as may be mutually agreed.
- x. Rent payments shall be subject to deduction of tax at source (TDS) and other statutory deductions as applicable under the Income Tax Act, 1961, and other applicable laws.
- xi. Applicability of GST on rent, if any, shall be clearly indicated by the owner and shall be dealt with as per applicable law; owners registered under GST shall furnish their GST registration details.
- xii. Any amendment, corrigendum, extension of date or clarification pertaining to this Notice shall be issued through the CPPP e-Procurement Portal and/or NEHHDC's official website, as applicable. Bidders are advised to regularly check the CPPP Portal for updates.
- xiii. The offer and all accompanying documents shall be submitted in English. Documents in a vernacular language, if any, shall be accompanied by a notarised English translation.
- xiv. NEHHDC shall not be liable for any cost or expense incurred by the owner in the preparation or submission of the offer, site visits, or participation in this process, irrespective of the outcome.
- xv. Information furnished by the owner shall be used by NEHHDC solely for the purpose of this selection process.
- xvi. Any offer, inspection or shortlisting shall not create a binding obligation upon NEHHDC. A binding arrangement shall arise only upon approval by the Competent Authority and execution of a formal Lease Agreement.
- xvii. NEHHDC reserves the right, in accordance with applicable rules and the terms of this Notice, to accept or reject any or all offers, seek necessary clarification, cancel this process or invite fresh offers, without assigning any reason and without incurring any liability to the offerors.
- xviii. This Notice, the selection process and the resultant Lease Agreement shall be governed by applicable Indian law and subject to the exclusive jurisdiction of the courts at Guwahati, Assam.

9. SITE INSPECTION

NIO Ref. No.: NEHHDC PURVI/NIO/INDORE/317/7553

NEHHDC officials may inspect the offered premises after preliminary scrutiny of the Technical Bid. Owners or their authorised representatives shall facilitate access to the premises and produce original documents for verification when requested.

The site inspection shall be undertaken for verification of the particulars furnished in the Technical Bid and assessment of the offered premises against the evaluation parameters disclosed under Para 7.

Site inspection shall not be used for introducing any new evaluation criterion or for considering any material feature which was not disclosed or represented in the Technical Bid, except for verification of facts and conditions relevant to the disclosed parameters.

10. PRE-OFFER QUERIES AND CLARIFICATIONS

Any query or request for clarification regarding this Notice may be submitted through the CPPP e-Procurement Portal and/or addressed by email to dgmtechnical@nehhdc.com, up to the date indicated in the "Notice at a Glance" table.

11. ONLINE SUBMISSION OF OFFERS

Interested owners shall submit their offers online through the CPPP e-Procurement Portal within the prescribed date and time.

The Technical Bid and Financial Bid shall be uploaded/submitted in their respective covers on the CPPP Portal as specified in Para 5.

Bids submitted through e-mail, fax, post, courier or in physical form shall not be accepted.

12. LIST OF ANNEXURES

- i. Annexure-I: Checklist of Documents to be Submitted
- ii. Annexure-II: Technical Particulars and Compliance Statement of Property Offered
- iii. Annexure-III: Financial Bid / BOQ Parameters
- iv. Annexure-IV: Format of Covering Letter

13. DISCLAIMER

This Notice does not constitute an offer or a commitment of any kind by NEHHDC. NEHHDC reserves the right to modify, withdraw or cancel this Notice at any stage, without assigning any reason and without incurring any liability whatsoever to any owner or offeror.

Sd/-

Date: 26-09-2026

Managing Director

Place: GUWAHATI

North Eastern Handicrafts and Handlooms Development Corporation Ltd.

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl. No.	Document	Enclosed (Yes/No)	Page No.
1	Ownership / title deed and latest land or municipal records		
2	Valid authorisation letter / Power of Attorney, where the offer is signed by a representative other than the owner		
3	Approved building plan and Occupancy / Completion Certificate, as applicable		
4	Permission / approval for commercial or retail use of the premises		
5	Latest municipal / property tax paid receipt		
6	Fire-safety clearance / NOC, wherever applicable		
7	Encumbrance certificate, or a declaration regarding encumbrances, mortgages, disputes and litigation, if any		
8	PAN, GST registration (if applicable), and identity / address proof of the owner		
9	Details of sanctioned electricity load and other utility connections		
10	Dimensioned floor plan showing carpet area, frontage, entrances and parking		
11	Recent photographs of the exterior, approach road, frontage, interior and parking area		
12	NOC from the lender / mortgagee, wherever the property is under mortgage or charge		
13	Covering Letter in the format at Annexure-IV, duly signed		
14	Technical Particulars & Compliance Statement in the format at Annexure-II, duly filled, signed and supported by relevant documents/particulars, as applicable		

Note: All documents must be self-attested by the owner. Originals shall be produced for verification as and when required by NEHHDC.

TECHNICAL PARTICULARS AND COMPLIANCE STATEMENT OF PROPERTY OFFERED

Part A: Property Particulars

Name of Owner	
Complete Address of Property Offered	
Locality / Landmark / Distance from nearest junction	
Floor Offered (Ground / Other, specify)	
Total Carpet Area Offered (sq. ft.)	
Built-up / Super Built-up Area, if different (sq. ft.)	
Frontage Width (in ft.)	
Number of Entrances / Access Points	
Nature of Surrounding Commercial / Retail Activity	
Description of Main Customer Approach / Access	
Parking Capacity Available (cars / two-wheelers)	
Loading / Unloading Arrangement	
Internal Layout / Approximate Dimensions	
Sanctioned Electricity Load	
Water Supply / Drainage / Washroom Facilities	
Provision for Air-Conditioning / Internet / Backup Power	
Approximate Age of Building	
Present Use / Occupancy Status of Premises	

Part B: Compliance Statement Against Essential Requirements

Sl. No.	Essential Requirement	Compliance (Yes/No)	Remarks
1	Ground Floor Premises Offered (Ground floor is preferred but not mandatory)		
2	Carpet area within the range of 3,000 sq. ft.		
3	Frontage facing main road / equivalent commercial visibility		
4	Independent, barrier-free customer and staff access		
5	Adequate and legally usable dedicated parking (excluding roadside parking)		
6	Suitable loading / unloading arrangement without disrupting customer access		
7	Structurally sound, free from seepage and major defects		
8	Adequate electricity load, water supply, drainage and washrooms		
9	Provision for air-conditioning, internet connectivity and backup power		
10	Statutory approval / permissibility for commercial-retail use		
11	Free from litigation, disputes and encumbrances affecting use		
12	Capable of handover within the period proposed by the owner		

Note: The information furnished under Part A shall be used for comparative Technical / Commercial Suitability Evaluation under Para 7. The bidder shall furnish accurate and verifiable particulars. The marks shall be awarded by NEHHDC's Evaluation Committee and shall not be filled in by the bidder.

Signature of Owner / Authorised Representative: _____

Name: _____

Date: _____ Place: _____

(Company Seal / Stamp, if applicable)

NIO Ref. No.: NEHHDC PURVI/NIO/INDORE/317/7553
ANNEXURE-III

FINANCIAL BID / BOQ PARAMETERS:

1. The Financial Bid shall be submitted only through the online BOQ/Price Bid format provided on the CPPP e-Procurement Portal. No separate financial quotation in PDF, Word, scanned document or any other format shall be submitted or accepted.
2. The bidder shall quote the applicable financial particulars of the premises offered only in the prescribed CPPP BOQ/Price Bid format.
3. The CPPP BOQ shall provide for quotation of the following financial parameters:

Sl. No.	Financial Parameter	Unit
1.	Monthly Rent per sq. ft. of Carpet Area	₹ / sq. ft. / month
2.	Common Area Maintenance (CAM) Charges, if applicable	₹ / sq. ft. / month
3.	Parking Charges, if applicable	₹ / slot / month
4.	Other recurring charges, if any	₹ / month

4. For the purpose of financial evaluation, the evaluated monthly financial outgo shall comprise the monthly rent and applicable recurring charges such as CAM charges, parking charges and other recurring charges specifically applicable to the offered premises, as quoted in the prescribed CPPP BOQ. GST shall be excluded from the comparative financial evaluation.**(Excluding GST)**
5. GST and other applicable statutory taxes/levies shall be dealt with separately in accordance with applicable law and the terms of the Notice and shall not form part of the comparative financial evaluation unless specifically provided otherwise in the CPPP BOQ.
6. The online CPPP BOQ/Price Bid shall constitute the Financial Bid for the purpose of financial evaluation.
7. No financial or commercial information shall be furnished in the Technical Bid. The bidder shall enter the financial information only in the prescribed online Financial Bid/BOQ.

FORMAT OF COVERING LETTER

**To,
The Managing Director,
NEHHDC Craft Promotion Center,
Garchuk, Pamohi Road,
Guwahati, Assam-781035**

Subject: Offer for Leasing of Commercial Space for “PURVI” Showroom, INDORE (Notice Ref. No.
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Sir/Madam,

With reference to the above-mentioned Notice, I/We hereby submit my/our offer for leasing the property described below for setting up the “PURVI” Showroom, INDORE, in accordance with the terms and conditions of the Notice.

1. Name of Owner: _____
2. Address of Property Offered: _____
3. I/We confirm having read and understood the terms and conditions of the Notice, and agree to abide by them without reservation.
4. I/We shall submit the Technical Bid along with the requisite supporting documents through the CPPP e-Procurement Portal and shall submit the Financial Bid separately through the prescribed online BOQ/Price Bid format.
5. I/We confirm that the information and documents furnished are true and correct to the best of my/our knowledge and belief, and understand that any misrepresentation or suppression of material fact may lead to rejection or cancellation of this offer at any stage, without any liability to NEHHDC.
6. I/We acknowledge that the offer shall be evaluated in accordance with the Technical / Commercial Suitability and Financial Evaluation methodology specified under Para 7 of the Notice, including the prescribed technical qualifying requirement and the overall evaluation based on Technical / Commercial Suitability and Financial Scores.
7. I/We confirm that this offer shall remain valid for acceptance for a period of 180 days from the last date of submission of offers, or such extended period as may be mutually agreed.

Yours faithfully,

(Signature of Owner / Authorised Representative)

Name: _____

Address: _____

Contact No.: _____ Email: _____

Date: _____ Place: _____

(Company Seal / Stamp, if applicable)
