

Minutes of Meeting

Sub: NHAI requires unfurnished office accommodation for PIU office at Gandhidham on monthly rent basis.

1. The proposal of hiring office accommodation for PIU-Gandhidham has been approved by RO-Gandhinagar vide e-office No. 264032.

2. As per NHAI policy circular No. 11041/59/2008-Admin, dated 11.01.2016 & Circular no. 11041/59/ 2008-Admin(E-84174) dated 13.09.2021, issued revision of norms for hiring office accommodation for ROs/PIUs/SOs which stipulated following : -

“Two tier bidding system shall be followed for hiring accommodation for filed officers. Bid shall be invited in two separate envelopes one for technical (details of specification and location etc.) and another for quoting financial quote. The financial bids of the technically shortlisted bidders only will be opened.”

3. Accordingly, NIT & RFP for subject matter prepared and same has been approved by RO-Gandhinagar vide e-office No. 264032.

4. An evaluation committee was constituted vide PIU-Gandhidham Office Order No. 2556 dated 10.01.2025 for collection opening, scrutinizing, suitability as per NHAI requirements, processing and evaluation of quotations/Bids invited for hiring of office accommodation for PIU-Gandhidham as per following details:

- | | | | |
|----|--|---|----------|
| a) | Er. Vinakshi Dahat - PD, PIU-Gandhidham | - | Convenor |
| b) | Sh. Rahul Kumar Meena, Manager (Tech.) | - | Member |
| c) | Sh. Krishanu Kumar Aditya, Manager (Tech.) | - | Member |
| d) | Sh. Amit Gupta, Asst. Manager (F&A) | - | Member |

5. Until the scheduled date & time (10.01.2024 @ 11:00 am) for submission of bids following bidders have submitted their bids.

Sr. No.	Bidder Name
1.	Mrs. Melville Sharon Julious

6. Received bids were opened on dated 11.01.2025 (Saturday) @ 12:00 Hrs. at PIU-Gandhidham in the physical/virtual presence of committee members. Further technical evaluation was made by the committee members based on documents & summarized table below:

Sr. No.	Description	Mrs. Melville Sharon Julious
1	Bid Documnets Fee (In Rs.)	500/-
2	Online mode (NEFT) & Date	AXOMB01049531216 & 10.01.2025
3	Whether Fee Hold / Lease Hold	Lease Hold
4	Distance from the Main Road / cross road	Main Road
5	Whether there is Direct access to the Premises from the Main Road	Yes
6	Area offered Floor wise (In Carpet Area)	Ground Floor & First Floor

		570.6874 Sq.ft
7	Specify whether the area is carpet / Plinth Floor	Carpet
8	Type of Construction	RCC Frame Structure
9	Year of Construction	2022-2023
10	If the building is New, whether occupancy Certificate is obtained	New Building

Hence the committee has recommended for financial bid evaluation of one bidder (Mrs. Melville Sharon Julious) as they are responsive during the technical bid evaluation.

on training

(Sh. Amit Gupta)
Asst. Manager (F&A)
RO-Gandhinagar
Member of Committee

[Signature]

(Sh. Krishanu Kumar Aditya)
Manager (Tech.)
PIU-Gandhidham
Member of Committee

[Signature]

(Sh. Rahul Kumar Meena)
Manager (Tech.)
PIU-Gandhidham
Member of Committee

[Signature]

(Er. Vinakshi Dahat)
Project Director
PIU-Gandhidham
Convenor of Committee

