



भारत सरकार

GOVERNMENT OF INDIA

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

सीमा शुल्क आयुक्त )निवारक (का कार्यालय

Office of the Commissioner of Customs (Preventive)

पूर्वोत्तर क्षेत्र, North Eastern Region

Customs House, 110 MG Road, Shillong, Meghalaya

फोन/Phone: 0364 – 2222597, 2225325, 2229005, 2210103

फेक्स/Fax: 0364 – 2223440, 2229007 Email: [cus.shg-meg@nic.in](mailto:cus.shg-meg@nic.in)

---

## NOTICE INVITING TENDER FOR HIRING OF LAND FOR PARKING OF VEHICLES

The Commissioner of Customs, Shillong invites online bids (e-Tender) for hiring of suitable land measuring approximately 25,000 sq. ft. for use as parking area for departmental/seized vehicles, on lease basis, as per details given below:

Sl. No.	Description
1	Area required: Approximately 25,000 sq. ft.
2	Purpose: Parking of departmental/seized vehicles
3	Location: Land should be located close to the main road for ease of access and near the hired godown, preferably in Laitkor / Lad Nongkrem / Smit area, East Khasi Hills District, Meghalaya

2. The amount of rent payable for the land to be taken on lease shall be regulated as per Government of India rules/instructions in force and shall be finalized after due assessment by the competent authority. The tender is invited under a two-bid system, i.e. (i) Technical Bid and (ii) Financial Bid.
3. Interested bidders may submit bids through the Government e-Procurement portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)).
4. The Technical Bid shall be opened by the Tender Committee. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the tender Committee to shortlist the eligible bidders. Thereafter, the financial bids of the short-listed bidders shall be opened by the Tender Committee. Bidders shall submit the Technical as well as financial bids through e-procurement portal.
5. **General Guidelines for e-Tendering**
  - 5.1 Any party having clear and undisputed title of land is eligible to participate in the tendering process.
  - 5.2 Bidders willing to participate in e-Tendering are required to enroll and register on [www.eprocure.gov.in](http://www.eprocure.gov.in).

5.3 Tender documents can be downloaded electronically from the e-Procurement portal and also from the official site <https://shillongcustoms.gov.in>. This shall be the only mode of downloading tender documents for e-Tender participants.

## **6. Eligibility for Participation**

Any individual having clear ownership or valid authority over the land offered for hiring may participate. The land offered should be free from all encumbrances, litigation, disputes, liens or claims.

## **7. Submission of Tenders**

**7.1** Tenders are to be submitted online through e-Tender portal.

**7.2** The tender shall consist of Technical Bid and Financial Bid.

**7.3** Incomplete tenders are liable to be rejected.

**7.4** The Technical Bid should contain scanned/self-attested copies of the following documents:

- a. Location and address details of the land
- b. Total area offered (in sq. ft.)
- c. Affidavit/undertaking stating that the land is free from encumbrances and disputes.
- d. Details of boundary/fencing of the land
- e. Identity proof of the land owner

## **8. Financial Bid**

The Financial Bid shall clearly indicate the rate of rent quoted per month (or per sq. ft., as applicable) for the land offered.

## **9. Inspection and Evaluation**

9.1 Technical Bids shall be opened first.

9.2 A committee authorized by the Pr. Commissioner of Customs, Shillong shall carry out physical inspection of the land to verify suitability with respect to location, accessibility, boundary and usability.

9.3 Only those bids found technically suitable shall be considered for opening of Financial Bids.

## **10. Important Conditions**

10.1 The land should have proper boundary/fencing and should be suitable for parking of vehicles (including 16-wheeler trucks).

10.2 The land should have good road connectivity with easy ingress and egress.

10.3 The land should be ready for handing over possession within the time stipulated by the Department after approval by the competent authority.

10.4 No brokerage shall be paid by the Department.

10.5 The Department reserves the right to accept or reject any or all tenders without assigning any reason.

## **11. Critical Date Sheet of the Tender:**

Tender Publishing Date & Time	11.05.2026 at 18:00 hrs
Bid Submission start Date & Time	12.05.2026 at 10:00 hrs
Bid submission end Date & Time	27.05.2026 at 17:00 hrs
Technical Bid opening Date & Time	29.05.2026 at 12:00 hrs

Enclosures:

- (i) Terms and conditions**
- (ii) Format of Standard Lease Agreement (SLA)**
- (iii) Technical Bid & Financial bid Format and others (Annexure-I, II, III ,IV&V)**
- (iv) Check List**

Sd/-  
Joint Commissioner  
CC(P), N.E.R.

Copy to:

1. The Superintendent, Computer Cell Hqrs., O/o the Commissioner, Shillong for uploading on <http://eprocure.gov.in/procure/app> and for uploading on official website.
2. Office copy for records.

Spencer M. Mylliem  
Joint Commissioner  
CC(P), N.E.R.

**TERMS AND CONDITIONS:**

(Please go through the terms and condition carefully before participation.)

1. The terms and conditions shall form an integral part of the tender to be submitted to the O/o the Commissioner of Customs, Shillong.
2. The tender shall be accepted only from the legal owner of the land or a person holding valid Power of Attorney. Proof thereof shall be enclosed.
3. The land offered should be free from all encumbrances, litigation, disputes, liens, mortgages or claims of any nature.
4. The land should have proper boundary/fencing and be suitable for parking of departmental/seized vehicles.
5. The land should be located close to the main road with easy ingress and egress and should preferably be near the hired godown in Laitkor / Lad Nongkrem / Smit area, East Khasi Hills District.
6. The tender shall be invited under two-bid system, i.e. Technical Bid and Financial Bid.
7. Technical Bids shall be evaluated first. Only technically suitable bidders shall be considered for opening of Financial Bids.
8. The Department reserves the right to physically inspect the land before finalization of the tender.
9. The rent payable shall be regulated as per Government of India rules/instructions and subject to approval of the competent authority.
10. No advance rent or security deposit shall be paid.
11. The Department reserves the right to accept or reject any or all tenders without assigning any reason.
12. The rent quoted by the bidder shall be subject to assessment/approval by the competent authority as per Government of India / CBIC norms.
13. The Department shall not be responsible for any statutory permissions required for use of land; the same shall be ensured by the land owner.
14. The land shall be handed over in clear, vacant and usable condition within the time specified after approval.
15. The lease shall be governed by Standard Lease Agreement (SLA) as applicable to Government of India.
16. The Department shall have the right to terminate the lease by giving three months' notice, without assigning any reason.
17. In case of any dispute, the decision of the Commissioner of Customs, Shillong shall be final, subject to applicable rules.
18. The lease agreement shall be executed in the Standard Lease Agreement format prescribed by the Government of India, as amended from time to time, after approval of the competent authority.

**Important Note:** It is to be noted that technical and financial evaluation will be done only after verifying the location.

**(Enclosure-II)**

**ANNEXURE-I**

**(To be downloaded, filled in by hand and scanned copy to be uploaded in the folder of Technical Bid)**

**TECHNICAL BID**

	Full particulars of the legal owner of the premises:	
1	Name	
2	Address of office & Residence	
3	Telephone No./Mobile No.	
4	Fax No:	
5	E-Mail Address	
6	PAN No	
7	The location and address of the Area	
8	Status of the applicant with regard to the area offered for hiring (enclose scanned copy of power of attorney also, if the applicant is other than owner)	
9	Type of Land — Commercial or Residential	
10	Total area of land offered (in sq. ft.):	
11	Whether land is close to main road (Yes/No):	
12	Other Details of the Land	
13	Details of boundary/fencing:	
14	Whether the area offered for rent is free from litigation including disputes in regard to ownership, pending taxes/ dues or like (enclose Scanned copy of Affidavit from owner or Power of Attorney holder)	

15	Specify the lease period	
16	Any other relevant information	

Signature of Legal Owner/ Power of Attorney Holder

Date:

Place:

**ANNEXURE-II**

**FINANCIAL BID**

**(To be downloaded, filled in by hand and scanned copy to be uploaded in the folder/envelope of Financial Bid)**

1. Name of bidder Individual/ Company / Firm / Agency:
2. Address (with Ph & Fax No.)
3. Complete details of the building viz. Complete postal address of the location:

<b>Sl no.</b>	<b>Descriptions</b>	<b>Rent per sq.ft (in Rs.)</b>	<b>GST per month (in Rs.)</b>	<b>Total Carpet area offered (Sq. ft)</b>	<b>Total Amount per month (in Rs.)</b>	<b>Remarks</b>
<b>1</b>	Basic rent per sqft of per month					

Signature of Legal Owner/ Power of Attorney Holder

Date:

Place:

**DECLARATION**

**(To be downloaded, filled in by hand and scanned copy to be uploaded in the folder of Technical Bid)**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Director/authorized signatory the agency/Firm/ Company mentioned above,  
am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;
3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact  
that furnishing of any false/ misleading information / fabricated document would lead  
to rejection of my tender at any stage.

Date:  
Place:

Signature of authorized person

Full Name:

**ANNEXURE-IV**

**Important Dates and Information**

Sl.No.	Particulars	Date & Time
01	Date of uploading of NIT Documents	11.05.2026
02	Documents download start date	11.05.2026
03	Bid submission start date	12.05.2026 10 AM
04	Bid submission closing	27.05.2026 5 PM
05	Bid opening date for Technical Proposal	29.05.2026 12 PM
06	Date of uploading list of Technically qualified bidders	01.06.2026 12 PM
07	Date and place for opening financial proposal	01.06.2026 3 PM

**Enclosure- III**

**CHECKLIST FOR SUBMISSION OF DOCUMENTS WITH THE TECHNICAL BID**  
**(Scanned copies)**

- 1) Application - Technical Bid as per Annexure-1 of the bid document;
- 2) Enclose scanned copy of power of attorney also, if the applicant is other than owner;
- 3) Attested copy of Aadhar and PAN Card;
- 4) Attested copy of GST registration certificate if any;
- 5) Signed declaration as given on Annexure -III of the bid document.
- 6) Scanned copy of Affidavit from owners and if tender is submitted by the Power of Attorney Holder, an Affidavit from such Power of Attorney Holder regarding area offered for hiring being free from any litigation / liability / pending dues and taxes.