



**RFP No.: SSCL/Tender/2026-27/MEG-SHI-043**

**Date: 23<sup>rd</sup> April, 2026**

## **Shillong Smart City Limited**



# **Invitation of Bids (IFB) and Application Document for Leasing of Shops at Polo Commercial Complex, Polo Road, Shillong, Meghalaya**

**April -2026**

### **Shillong Smart City Limited**

House No. C/B- 037, Top Floor, Centre Nongrim Hills, Near JJ Cables, East Khasi Hills District,  
Shillong- -793003, Meghalaya



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## 1 Introduction

Shillong has been selected as one of the 100 Smart Cities under the Government of India’s Smart City Mission, an ambitious initiative aimed at driving economic growth and improving the quality of life through local development and the adoption of smart solutions. In alignment with the mission’s objectives, Shillong Smart City Limited (SSCL) has been incorporated as a Special Purpose Vehicle (SPV) to plan, implement, and monitor various projects proposed under the Shillong Smart City Proposal.

As part of its ongoing infrastructure development efforts, SSCL has undertaken key projects, including, development of the Polo Commercial Complex, Multilevel Car Parking facilities, Solar Rooftop Installations, Integrated Control and Command Centre (ICCC)

Through this Invitation for Bids, Shillong Smart City Limited (SSCL) invites applications from interested individuals, businesses, and organizations for the allotment of commercial shops on a monthly rental basis at the newly developed Polo Commercial Complex, Shillong. The shops will be allotted in a warm shell condition, allowing tenants to customize the interior finishes as per their requirements.

## 2 Project Overview and Development Phases

The project area, locally known as the Polo area, encompasses approximately 9,687 sqm of land situated between the existing Polo Bridge, Lawmali Bridge, Wah Umkhrach River, and Long Round Road. This development aims to boost the local economy by offering diverse recreational and dining options, improving traffic flow, and enhancing accessibility through a phased construction approach. The entire project is being executed in three phases:

- a. Phase 1: Development of 2,600 sqm of land, completed by the Shillong Municipal Board (SMB), and currently operational.
- b. Phase 2: Construction of the Polo Commercial Complex by SSCL, consisting of a stilt plus six floors, with a total built-up area of 15,881 sqm (170,497 sq. ft) on a 5,095 sqm land parcel.
- c. Phase 3: Development of a 1,991 sqm area dedicated to an Automated Multi-Level Car Parking facility accommodating approximately 350 vehicles.

**2.1** Phase 2 development has been completed and is a six-storey building comprising of a total of 109 shops. Number of shops in each floor is given hereunder.

Sl. No	Floor	Total No of Shops
1	1 <sup>st</sup>	21
2	2 <sup>nd</sup>	23
3	3 <sup>rd</sup>	20
4	4 <sup>th</sup>	28

5	5 <sup>th</sup>	17
6	6 <sup>th</sup>	0
<b>Total</b>		<b>109</b>

The complex also features parking facilities for about 86 ECS. The stilt floor parking includes stack parking with 15 EV chargers. The project is equipped with state-of-the-art amenities such as lifts, escalators, firefighting systems (sprinklers and fire hydrants), water and sewerage treatment plants, rainwater harvesting, solar power systems, CCTV surveillance, public address systems, and Building Management System.

Of these 109 shops, the government has decided to allot through this tender a total of 93 shops and the remaining 16 shops shall be for governments own use or for allotment at governments discretion.

Of the total 93 number of shops to be allotted through this tender, the government has further decided to allocate 69 shops at market price (hereafter termed as Non-subsidized Shops) and 24 shops to be allotted at a subsidized price (hereafter called as subsidized shops).

**Details of subsidized shops, non-subsidized shops and reserved for government is given hereunder.**

Sl. No	Floors	Total No of Shops	Subsidized Shops			Non-Subsidized Shops		
			No. of Shops	For allotment	Reserved for Govt.	No. of Shops	For allotment	Reserved for Govt.
1	1 <sup>st</sup>	21	0	0	0	21	21	0
2	2 <sup>nd</sup>	23	0	0	0	23	18	5
3	3 <sup>rd</sup>	20	0	0	0	20	20	0
4	4 <sup>th</sup>	28	20	16	4	8	8	0
5	5 <sup>th</sup>	17	14	8	6	3	2	1
6	6 <sup>th</sup>	0	0	0	0	0	0	0
<b>Total</b>		<b>109</b>	<b>34</b>	<b>24</b>	<b>10</b>	<b>75</b>	<b>69</b>	<b>6</b>

Project Photographs



### 3 Glossary

Term	Definition
<b>SSCL</b>	Shillong Smart City Limited
<b>IFB</b>	Invitation for Bids
<b>EMD</b>	Earnest Money Deposit
<b>CAM</b>	Common Area Maintenance
<b>Warm Shell</b>	A shop unit with basic plastering, electrical conduits, and plumbing access points, ready for interior fit-out
<b>Subsidized Shops</b>	Units available to general eligible applicants for relatively smaller sized shops at subsidized rate
<b>Non-Subsidized Shops</b>	Units available to general eligible applicants at non-subsidized rates
<b>Minimum Reserve License Fee</b>	The minimum base rental rate per shop / group of shops derived on super built-up area as set by SSCL
<b>Successful Bidder</b>	Eligible bidder whose offer for both non- subsidized and subsidized group of shops is accepted based on highest financial bid in line with the provisions of this IFB.
<b>License Agreement</b>	The formal legal agreement between SSCL and the Successful Bidder defining terms of occupancy and use
<b>Bid fee/fee</b>	Non-refundable application fee payable at the time of submission of application / Bids
<b>Applicant/ Bidder</b>	Any entity applying for the bid

### 4 Eligibility Criteria

The eligibility criteria outline the basic conditions that all applicants/bidders (“Applicants” or “Bidders”) must meet in order to be considered for allotment of shops under this Invitation for Bids (IFB). Eligibility refers to the fulfillment of minimum legal, financial, and documentary requirements that qualify an individual, business entity, or organization to participate in the bidding process. The criteria are framed to ensure transparency, accountability, and alignment with the broader development goals of the Government of Meghalaya and Shillong Smart City Limited (SSCL).

All Bidders must meet the eligibility criteria as mentioned below which are common for both non-subsidized and subsidized shops

#### 4.1 Eligibility Criteria for Non-Subsidized and Subsidized Shops

- a. The Applicant must mandatorily apply for both Non- Subsidized and Subsidized shops
- b. The Applicant may be a proprietorship firm, partnership firm, company, trust, society, Limited Liability Partnership (LLP) or Joint venture (JV) or Consortium or Association.
- c. The Bidder must be legally competent to enter into a contract under the laws of India.
- d. All Applicants must furnish a valid PAN, GST registration certificate, and functioning bank account details in the application form.
- e. The Applicant should have Positive Net Worth at the end of financial year ending 31 March 2025. (In case of JV/Consortium/Association, Joint Net Worth shall be considered)

#### 4.2 Eligibility criteria for sub-letting of subsidised and non-subsidised shops

- a. The Applicant may be a proprietorship firm, partnership firm, company, trust, society, or Limited Liability Partnership (LLP).
- b. The Bidder must be legally competent to enter into a contract under the laws of India.
- c. The Applicant should have Positive Net Worth at the end of financial year ending 31 March 2025.
- d. All Applicants must furnish a valid PAN, GST registration certificate, and functioning bank account details in the application form.
- e. Individual Applicants are encouraged to provide their Aadhaar number, although it is not mandatory.
- f. In the case of minor Applicants, the PAN, GST, Aadhaar number and bank account details of the parent or legal guardian must be submitted.
- g. Registered under the MSME sector through the Udyam Registration Portal; or Recognized as a startup by any of the following:
  - i. Prime Meghalaya Program
  - ii. Trade license issued by Shillong Municipal Board / or any Authority in Meghalaya
  - iii. DPIIT (Department of Promotion of Industry and Internal Trade)
- h. Must have a valid business address or registration within the State of Meghalaya.
- i. Must not have been previously allotted a subsidized shop under any State Smart City or Infrastructure Development scheme.

#### 5 Details of Shops Available for Allotment

A total of 93 shops are available at the Polo Commercial Complex, Shillong. These units are spread across multiple floors of the building and include both subsidized and non-subsidized categories. Each shop is uniquely identified by a Shop Number. A shop-wise listing, including floor, shop number, area details, type and Minimum Reserve License Fee is provided in Annexure C: "Shop wise Details."

The classification is as follows:

- a. **Subsidized Shops:** 24 units available to eligible applicants shall be allotted to the Successful Bidder through bid process.
- b. **Non-Subsidized Shops:** 69 units available to eligible applicants shall be allotted to the Successful Bidder through bid process.

All units / group of units will be handed over in warm shell condition, offering standard provisions for fit outs. The detailed list in Annexure C also includes the reserve prices.

#### 6 Unit(s) Allotment Per Application

To ensure fair and transparent allotment, the following structure shall apply to applications submitted by Bidders:

### 6.1 Non-subsidized and subsidized shops

- a. Bidders are required to submit a single application for both non-subsidized and subsidized shops as mention below:
  - a. Ten (10) shops shall be consolidated to form one group, resulting in a total of six (6) groups comprising sixty (60) shops and one group consists of nine (9) shops for non-subsidized shop
  - b. Twelve (12) shops shall be consolidated to form one group, resulting in a total of two (2) groups comprising twenty-four (24) shops for subsidized shops
- b. Each application must be accompanied by the prescribed Application Fee and the Earnest Money Deposit (EMD).
- c. Bidders are required to quote a monthly rental amount that exceeds the prescribed Minimum Reserve License Fee.

## 7 Terms of Lease and Rental Conditions

### a. Monthly Rent

- i. The rent shall be determined based on the rate quoted by the successful Bidder, which must exceed the Minimum Reserve License Fee established for each group of non-subsidized and subsidized shops respectively.
- ii. The floor-wise minimum reserve license fee for each group of non-subsidized and subsidized shops are detailed in Annexure C.

### b. Escalation Clause

- i. Rent shall increase by 5% every year from the date of License Agreement execution.

### c. Lease Period

- i. Initial lease term is of five (5) years from the date of signing of the lease agreement
- ii. Renewable at SSCL's discretion based on compliance and performance.

### d. Warm Shell Handover & Maintenance

- i. Each shop shall be handed over in a warm shell condition, which shall include basic plastering, provision for electrical conduits, and plumbing access points.
- ii. Common Area Maintenance (CAM) charges shall be payable by the allottee in addition to the monthly rent. These charges shall be remitted directly to the Shillong Smart City Limited (SSCL) or its designated agency, as notified. The indicative Common Area Maintenance (CAM) charge shall be INR 10 per sq. ft. per month; however, the actual CAM charge shall be determined and notified at the time of allotment of shops/offices and subject to change during the lease period based on the actual expenses on CAM. The CAM Fee shall be calculated and apportioned among all licensees on a pro-rata basis, in proportion to the super built-up area licensed to each Licensee.
- iii. All operating expenses pertaining to the allotted premises, including but not limited to electricity charges, water supply charges, and any applicable municipal or government taxes, duties, or levies, shall be borne solely by the allottee.

**e. Possession Timeline**

- i. Possession to be taken on the same day of signing of License Agreement.
- ii. In the event of delay in taking possession of the shops / group of shops exceeds beyond 7 days, the Successful Bidder shall have to pay ₹10,000/month as watch & ward charge to the SSCL in addition to the monthly lease rent.

**f. Security Deposit**

- i. The Successful Bidder shall be required to deposit an amount equivalent to six (6) months of the quoted monthly rent as a refundable Security Deposit. This amount will serve as a safeguard against any breach of agreement, damage to the premises, or non-payment of dues during the lease period.
- ii. The Security Deposit must be paid in full prior to the execution of the License Agreement.

**g. Lock-in & Sub-letting**

- i. A mandatory lock-in period of two (2) years from the date of execution of the Lease Agreement shall apply to all allotted premises. During this period, the allottee shall not be permitted to surrender the premises or request termination of the agreement.
- ii. Sub-letting or sub-renting of the allotted subsidized and non-subsidized shops shall be permitted only with the prior approval of SSCL. In the case of subsidized shops, the selected allottee may sub-let the shop(s) at a rate not exceeding 10% of the originally quoted price
- iii. The Selected Bidder in respect of the subsidized shops may sub-lease, rent, or otherwise sub-let the said shops only to such entities or individuals who satisfy the eligibility criteria prescribed under Clause 4.2 of this RFP. Any such sub-lease, rent, or sub-letting arrangement shall in all circumstances be strictly co-terminus with the tenure of the original contract/allotment granted to the Selected Bidder. Any contravention of this condition shall constitute a material breach, and SSCL shall, without prejudice to its other rights and remedies under law or contract, be entitled to (i) cancel the allotment of the shops forthwith, (ii) forfeit, in full or in part, the Security Deposit, and (iii) debar the Selected Bidder from participation in any present or future bidding processes of Government projects.
- iv. Any violation of these terms, including unauthorized sub-letting or early surrender during the lock-in period, shall lead to immediate cancellation of the allotment, along with forfeiture of the entire Security Deposit and any other dues already paid by the allottee.
- v. No structural alterations shall be undertaken without the prior written approval of SSCL. SSCL shall have the rights to monitor the interior works (civil / electrical / PH works to be executed by the Successful Bidder to ensure the safety and security of

the structures. SSCL shall have the rights to claim damage / stop the work, in the event of any damage caused or to be caused due the interior works of the Successful Bidder.

## 8 Clarifications and Communication

For any clarification regarding this Invitation for Bids, prospective Applicants may submit their queries in writing to:

### The Chief Executive Officer

Shillong Smart City Limited (SSCL)  
House No. C/B-037, Top Floor, Centre Nongrim Hills,  
Near JJ Cables, East Khasi Hills District, Shillong – 793003, Meghalaya  
Email: shillongsmartcitylimitedp043@gmail.com  
Contact Number: 7005686258

Any clarification, corrigendum, or amendment to the Invitation for Bids shall be published only on the SSCL designated websites. Applicants are advised to regularly check the <https://megurban.gov.in/https://meghalaya.gov.in/tenders> and Newspaper for updates. No individual responses will be issued.

## 9 Bidding / Application Process and Submission Guidelines

All bids / Applicants must follow the step-by-step process outlined below to ensure proper submission of their bids / applications. The selection process is designed to accommodate both the categories of shops (i.e. Non-subsidized & Subsidized) in a clear and transparent manner.

### 9.1 Step 1: Document Collection

Applicants must obtain or download the complete Invitation for Bids (IFB) document, including annexures and application forms, from the SSCL website. For all related updates, clarifications, and official notices, Bidders may refer to the following official web pages:

- <https://megurban.gov.in>
- <https://meghalaya.gov.in/tenders>

### 9.2 Step 2: Document Preparation

Applicants/Bidders shall fill out the application form (i.e. non-subsidized and subsidized shops)

### 9.3 Step 3: Document Checklist

The required documents need to be submitted by Bidder for the shops:

#### a. For Non-Subsidized and Subsidized Shops:

- (a) Duly filled Application Form and Financial Bid Form Annexure A & B.
- (b) Copy of PAN Card (Individual/Entity)

- (c) GST Registration Certificate
- (d) Bank Account Details with cancelled cheque
- (e) Aadhaar Card copy (optional but preferred)
- (f) Power of Attorney or Authorization Letter (in case of firms/companies/ Joint Venture / Consortium / Association)
- (g) Copy of Partnership Deed or Certificate of Incorporation (if applicable)
- (h) Joint Venture Agreement / MOU between the members of Consortium or Association.
- (i) Auditor certificate on Net Worth as on 31<sup>st</sup> March, 2025
- (j) Declaration as per annexure 16.6

#### 9.4 Fee Submission

i. **Bid Fee for both Non-subsidized and subsidized application:**

An amount of ₹1,00,000 + 18% GST = ₹1,18,000.00 per application (non-refundable) is to be paid by the Applicant in the form of a demand draft from a scheduled commercial/ nationalized bank in India in favour of “Chief Executive Officer, Shillong Smart City Limited” and payable at “Shillong”.

ii. **Earnest Money Deposit (EMD) for Non-subsidized and subsidized shops:**

- (a) EMD Amount- ₹12,00,000 (Twelve Lakh Only)+ 18% GST.
- (b) Mode of payment: EMD to be paid in the form of DD/FDR/BG in favor of Chief Executive Officer, Shillong Smart City Limited payable at “Shillong”
- (c) EMD of the successful Bidder shall be adjusted towards the Security Deposit amount.
- (d) The EMD for unsuccessful bidders will be returned after the bidding process is declared.

#### 9.5 Preparation and Submission of Bids

##### 9.5.1. Language

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered for evaluation purpose. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail. Any currency for the purpose of the Proposal / Bid shall be in form of Indian National Rupee (INR).



### 9.5.2. Format and signing of Bid

- a. The Applicant shall provide all the information sought under this IFB. The Authority will evaluate only those applications that are received in the required formats and complete in all respects.
- b. The application shall be typed or written in indelible ink and signed by the Bidder / Applicant who shall also initial each page, in blue ink. In case of printed and published documents, only the cover shall be initiated. All the alterations, omissions, additions or any other amendments made to the Bid shall be initiated by the person(s) signing the application.

### 9.5.3 Submission of Bid

Each application shall be sealed, marked and submitted as explained below:

The below listed parts as applicable shall collectively referred to as 'Proposal':

**Part-1: Application:** The "Application" should submit the documents as per the clause 9.3 along with Bid Fee and EMD as per the Clause 9.4

**Part 2- Financial Proposal:** The Part 2, the "Financial Proposal" should be submitted as per the format for Financial Bid given in Annexure-B: Format for Financial Proposal.

#### Note:

- a. Financial Proposal shall not be submitted with Part-1, and if submitted, the application will be rejected.

The hard copies / physical bid shall be submitted to the address specified on or before the Bid Due Date as per Clause 14. It is being clarified here that the information as asked from the Bidder should be furnished in the prescribed format.

If the envelope is not sealed and marked, as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the Proposal submitted.

Any Proposal received by the Authority after the Proposal / Bid Due Date will be liable for rejection.

### 9.5.4 Submission Formats

- a) The Application (Part 1) and Financial Proposal (Part 2) must be inserted in separate sealed envelopes, along with Bidder's name and address on the envelope and clearly marked as follows whichever is applicable

**Part-1: Application (for Subsidized and Non-Subsidized shop)**

**Application for allotment of Shop in Polo Commercial Complex, Shillong.**

**Part-2: Financial Proposal (for Subsidized and Non-Subsidized shop)**

**Financial proposal for Application for allotment of Shop in Polo Commercial Complex, Shillong.**

Both the envelopes i.e. envelope for Part-1 and Envelope for Part-2 must be packed in a separate sealed outer cover and clearly super scribed with the following:

**Application for allotment of \_\_\_\_\_ (Subsidized and Non-Subsidized Shops in Polo Commercial Complex, Shillong).**

The Bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the following address:

To,  
The Chief Executive Officer  
Shillong Smart City Limited (SSCL)  
House No. C/B-037, Top Floor, Centre Nongrim Hills,  
Near JJ Cables, East Khasi Hills District, Shillong – 793003, Meghalaya

Note:

- a. If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then SSCL will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.
- b. Any deviation from the prescribed procedures / information / formats / conditions shall result in outright rejection of the proposal. All the pages of the proposal have to be signed by the Applicant. Applications with any conditional offer shall be outrightly rejected. All pages of the proposal must be sealed and signed by the Applicant.
- c. Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

#### **9.5.5 Withdrawal of Bid**

- i. Bidder can withdraw their bid before the bid due date of submission of bids.
- ii. No application for withdrawal /cancellation / modification of bids shall be entertained after the bid submission deadline.

#### **9.5.6 Security Deposit Requirement**

The bid security deposited by the Successful Bidder / Applicant shall be adjusted to payment of Security Deposit. The Successful Bidder shall be required to deposit the balance amount as Security Deposit after adjustment of EMD, after which a provisional License Agreement shall be executed. If the Successful Bidder are unable to deposit the balance amount within the prescribed time limit or choose to withdraw, the bid shall be rendered invalid and the total EMD amount will be forfeited.

Additional Notes:

- Bidders are advised to carefully verify all required documents and ensure compliance with local Meghalaya regulations and applicable Central Government norms.
- Any misrepresentation or non-compliance may lead to disqualification.
- The allotment process will be governed by the terms and conditions outlined in this document.

## **10 Details of Shops Available for Allotment**

To facilitate transparent and informed participation, the following details are provided for the shops being offered on license at Polo Commercial Complex:

### 10.1. Shop Identification & Sizes:

Each shop has been assigned a unique Shop ID (e.g., 1F-01, 4F-15) with sizes. Detailed shop-wise information such as shops No, Super built up area, minimum rent per Sq ft per month, is available in the "Shop wise Details" at Annexure-C.

### 10.2. Shop Types & Allotment:

**Non-Subsidized and Subsidized Shops:** Available to all eligible Applicants/Bidders under general rental terms.

### 10.3. Amenities & Fit-Out Condition:

All units are provided in "warm shell" condition with basic plastering, electrical conduit points, water and waste connections. Common facilities include:

- a. Passenger elevators and escalators
- b. Firefighting systems (sprinklers, hydrants)
- c. Treated water supply and STP
- d. Rainwater harvesting
- e. Building Management System
- f. CCTV surveillance
- g. Parking (including stack parking and 15 EV chargers)

### 10.4. Floor-wise Shop Distribution

Please refer to Annexure C for detailed shop wise and floor-wise plan.

## 11. Allotment process and selection criteria for non-subsidized and subsidized shops

The allotment of shops and office spaces under this Invitation for Bids (IFB) will follow a transparent, merit-based selection process in line with defined eligibility and financial evaluation procedures.

- i. **Step 1:** The outer envelope shall be opened first. Subsequently, the envelope containing Part-1 (Application) shall be opened to access the Bidders / Applicant's eligibility criteria as per Clause 4.1.
- ii. **Step 2:** The envelope containing Part-1 shall be evaluated against the eligibility criteria specified in the Invitation for Bids (IFB), including verification of the Bid Fee and Earnest Money Deposit (EMD). If Part-1 is incomplete, lacks the required documents, contains documents not in the prescribed format as per the IFB, or if the Bid Fee or EMD is missing, the application shall be summarily rejected.
- iii. **Step 3:** Only those applications that meet all the prescribed eligibility criteria and are accompanied by complete and compliant documentation shall be considered eligible for the next stage of evaluation. For all such eligible Bidders, the envelope containing Part-2: Financial Proposal shall be opened.
- iv. **Step 4:** The eligible Bidders shall be intimated via registered email and/or other mode of official communication indicating the date scheduled for the opening of the financial proposals for both non-subsidized shops and subsidized shops.
- v. **Step 5:** Upon opening the Financial Proposals, the financial bid of each eligible Bidder,

quoted in total amount per month, shall be considered for evaluation only if it exceeds the respective Minimum Reserve License Fee indicated for the respective group of shops. If the financial proposal of any eligible Bidder is equal or below the minimum threshold criterion, their financial proposal shall be summarily rejected.

**Important Notes:**

- a. *The bids received shall be arranged in descending order. The highest rate quoted (in terms of Rs. / Sft. / Month) shall be kept in the top. The Bidder quoting the highest rate shall be declared as the Successful Bidder.*
- b. *In the event that two or more eligible Bidders submit the same highest financial bid, the Bidder having the highest net worth shall be the successful Bidder.*
- c. *In case there is a tie between Bidders in the quoted license fee and the net worth, the allotment of that particular unit shall be made through a draw of lots conducted among the tied highest Bidders.*
- d. *The Successful Bidder shall be duly informed of the result publication through email and/or official communication.*

**12. Publication of Allotment Results**

- i. The Successful Bidder shall be duly informed of the result publication through email and/or official communication.

**13. Post-Allotment Procedure**

- i. Successful Bidder must pay the balance Security Deposit after EMD adjustment.
- ii. On receipt of the full Security Deposit, lease cum license agreement shall be executed.
- iii. License Agreement must be executed within 15 days from date of notification of results.

**14. Important Dates and Milestones**

Stage	Tentative Duration
Date of Issue of RPF	23 <sup>rd</sup> April 2026
Deadline for submission of pre bid queries	30 <sup>th</sup> April 2026
Pre-bid meeting	4 <sup>th</sup> May 2026
Issue of pre bid queries clarifications	8 <sup>th</sup> May 2026
Proposal Due Date	25 <sup>th</sup> May 2026
Date of opening of bids (Part 1)	25 <sup>th</sup> May 2026
Date of opening of financial bids	To be intimated later
Payment & Agreement Signing	Within 15 days of Allotment
Bid validity period	180 days

Note: Any Change in dates shall be notified on the <https://megurban.gov.in> and <https://meghalaya.gov.in/tenders>



### **15. Confidentiality**

All information and documents submitted as part of the bid shall be treated as confidential and used solely for the purpose of evaluation and allotment. SSCL reserves the right to share relevant Bidder information only with authorized evaluators and government bodies for due diligence, as required.



## 16. Annexures



## 16.1. Annexure A: Application Form

**Note: Please fill this form in BLOCK LETTERS.**

### 1. Application Type

Non-Subsidized and Subsidized.

### 2. Applicant Details

- a. Name of Applicant / Authorized Signatory: \_\_\_\_\_
- b. Entity Type (Individual / Proprietorship / Firm / Company / Trust/JV/Consortium/Association): \_\_\_\_\_
- c. Name of Organization (if applicable): \_\_\_\_\_
- d. GSTIN: \_\_\_\_\_
- e. PAN Number: \_\_\_\_\_
- f. Aadhaar Number (Optional): \_\_\_\_\_
- g. Registered Address: \_\_\_\_\_
- h. Mobile No.: \_\_\_\_\_
- i. Email ID: \_\_\_\_\_
- j. Net Worth as on 31 March 2025: \_\_\_\_\_

### 3. List of Enclosures (Tick if attached)

- Copy of PAN Card
- Copy of GST Registration
- Copy of Aadhaar (Optional)
- Bank Account Details with Cancelled Cheque
- Demand Draft for Bid Fee
- Demand Draft/FDR/BG for EMD
- Power of Attorney or Authorization Letter (if signed by authorized representative)
- Audited Balance sheet(s) of last Financial Year -31 March,2025
- Joint Venture Agreement /MoU between members of Consortium or Association.

### 4. Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I have read and understood the terms and conditions of the Invitation for Bids (IFB) and agree to abide by them.

Signature of Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

### 16.2. Annexure B: Financial Bid Form

To,

The Chief Executive Officer  
Shillong Smart City Limited (SSCL)  
House No. C/B-037, Top Floor, Centre Nongrim Hills,  
Near JJ Cables, East Khasi Hills District, Shillong – 793003, Meghalaya

Sir,

I/we, having examined the bidding documents and understood their contents, hereby submit my/our financial bid for Licensing of the following Non-Subsidized and Subsidized shops located at Polo Commercial Complex, Shillong.

The Bid is unconditional, and I/We undertake to make payments to SSCL as per the Payment Schedule without any delay.

**Table 1: Non-subsidized**

S. No	Property Location	Super built-up area (Sq. ft)	Minimum Reserve License Fee in Rs / Month for Year 1 (Exclusive of GST)	Total Quoted License Fee in Rs. /Month for Year 1 (Exclusive of GST)
1	Group-1	9079.51	5,44,770.48	
2	Group-2	15765.94	945956.66	
3	Group-3	10865.51	5,97,603.10	
4	Group-4	12613.12	6,93,721.57	
5	Group-5	10893.76	5,44,688.23	
6	Group-6	16179.18	8,08,959.09	
7	Group-7	12,858.37	642918.50	
<b>Total</b>			<b>47,78,617.63</b>	

**Table2: Subsidized**

S. No	Property Location	Super built-up area (Sq. ft)	Minimum Reserve License Fee in Rs / Month for Year 1 (Exclusive of GST)	Total Quoted License Fee in Rs. /Month for Year 1 (Exclusive of GST)
1	Group-1	6248.56	2,18,699.60	
2	Group-2	7097.82	2,48,423.87	
<b>Total</b>			<b>4,67,123.47</b>	

**Total of Table 1 and Table 2:**

S. No		Total Quoted License Fee in Rs. /Month for Year 1 (Exclusive of GST)
1	<b>Non-subsidized</b>	
2	<b>Subsidized</b>	



---

The above quoted amounts are exclusive of GST and other Statutory charges.

We agree that, if the quoted amount is less than or equal to the indicated Minimum Reserve License Fee, the quoted amount shall be liable for rejection.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

### 16.3. Annexure C: Shop-wise Details

Group -1 -- Non-Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee /Month (Rs)
1	1FS-01	464.85	60	27,891.07	
2	1FS-02	660.76	60	39,645.51	
3	1FS-03	849.44	60	50,966.69	
4	1FS-04	849.44	60	50,966.69	
5	1FS-05	849.44	60	50,966.69	
6	1FS-06	849.44	60	50,966.69	
7	1FS-07	835.51	60	50,130.55	
8	1FS-08	1542.91	60	92,574.85	
9	1FS-09	976.89	60	58,613.56	
10	1FS-10	1200.80	60	72,048.17	
<b>Total</b>		<b>9,079.51</b>		<b>5,44,770.48</b>	<b>5,44,770.48</b>

Group -2 -- Non Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee /Month (Rs)
1	1FS-11	976.89	60	58613.56	
2	1FS-12	955.96	60	57357.65	
3	1FS-13	2337.59	60	140255.47	
4	1FS-14	1025.47	60	61528.25	
5	1FS-15	1691.01	60	101460.74	
6	1FS-16	1687.56	60	101253.67	
7	1FS-17	1146.34	60	68780.11	
8	1FS-18	4470.40	60	268224.20	
9	1FS-19	629.17	60	37750.40	
10	1FS-20	845.54	60	50732.619	
<b>Total</b>		<b>15,765.94</b>		<b>945956.66</b>	<b>945956.66</b>

Group -3 -- Non Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee /Month (Rs)
1	1FS-21	872.93	55	48,011.02	
2	2FS-01	1073.35	55	59,034.33	
3	2FS-02	677.91	55	37,285.00	
4	2FS-03	861.52	55	47,383.35	
5	2FS-04	861.52	55	47,383.35	
6	2FS-05	861.52	55	47,383.35	
7	2FS-06	861.52	55	47,383.35	
8	2FS-07	847.38	55	46,605.99	
9	2FS-08	2383.04	55	1,31,067.20	
10	2FS-09	1564.84	55	86,066.14	
<b>Total</b>		<b>10,865.51</b>		<b>5,97,603.10</b>	<b>5,97,603.10</b>



Group -4 -- Non Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee / Month (Rs)
1	2FS-10	990.77	55	54,492.58	
2	2FS-11	1217.87	55	66,982.65	
3	2FS-12	990.77	55	54,492.58	
4	2FS-13	969.55	55	53,324.98	
5	2FS-14	2370.81	55	1,30,394.46	
6	2FS-15	1040.04	55	57,202.36	
7	2FS-18	1162.62	55	63,944.35	
8	2FS-19	1376.71	55	75,718.79	
9	2FS-20	1443.21	55	79,376.46	
10	3FS-01	1050.77	55	57,792.37	
<b>Total</b>		<b>12,613.12</b>		<b>6,93,721.57</b>	<b>6,93,721.57</b>

Group -5 -- Non Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee / Month (Rs)
1	3FS-02	663.65	50	33,182.37	
2	3FS-03	843.39	50	42,169.55	
3	3FS-04	843.39	50	42,169.55	
4	3FS-05	843.39	50	42,169.55	
5	3FS-06	843.39	50	42,169.55	
6	3FS-07	829.55	50	41,477.73	
7	3FS-08	2332.91	50	1,16,645.28	
8	3FS-09	1531.92	50	76,595.89	
9	3FS-10	969.93	50	48,496.52	
10	3FS-11	1192.24	50	59,612.24	
<b>Total</b>		<b>10,893.76</b>		<b>5,44,688.23</b>	<b>5,44,688.23</b>

Group -6 -- Non Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee / Month (Rs)
1	3FS-12	969.93	50	48,496.52	
2	3FS-13	949.15	50	47,457.39	
3	3FS-14	2320.93	50	1,16,046.57	
4	3FS-15	1018.16	50	50,908.12	
5	3FS-16	1678.96	50	83,948.03	
6	3FS-17	1675.53	50	83,776.70	
7	3FS-18	624.69	50	31,234.46	
8	3FS-19	3744.13	50	1,87,206.58	
9	3FS-20	2408.85	50	1,20,442.39	
10	4FS-03	788.85	50	39,442.33	
<b>TOTAL</b>		<b>16,179.18</b>		<b>8,08,959.09</b>	<b>8,08,959.09</b>

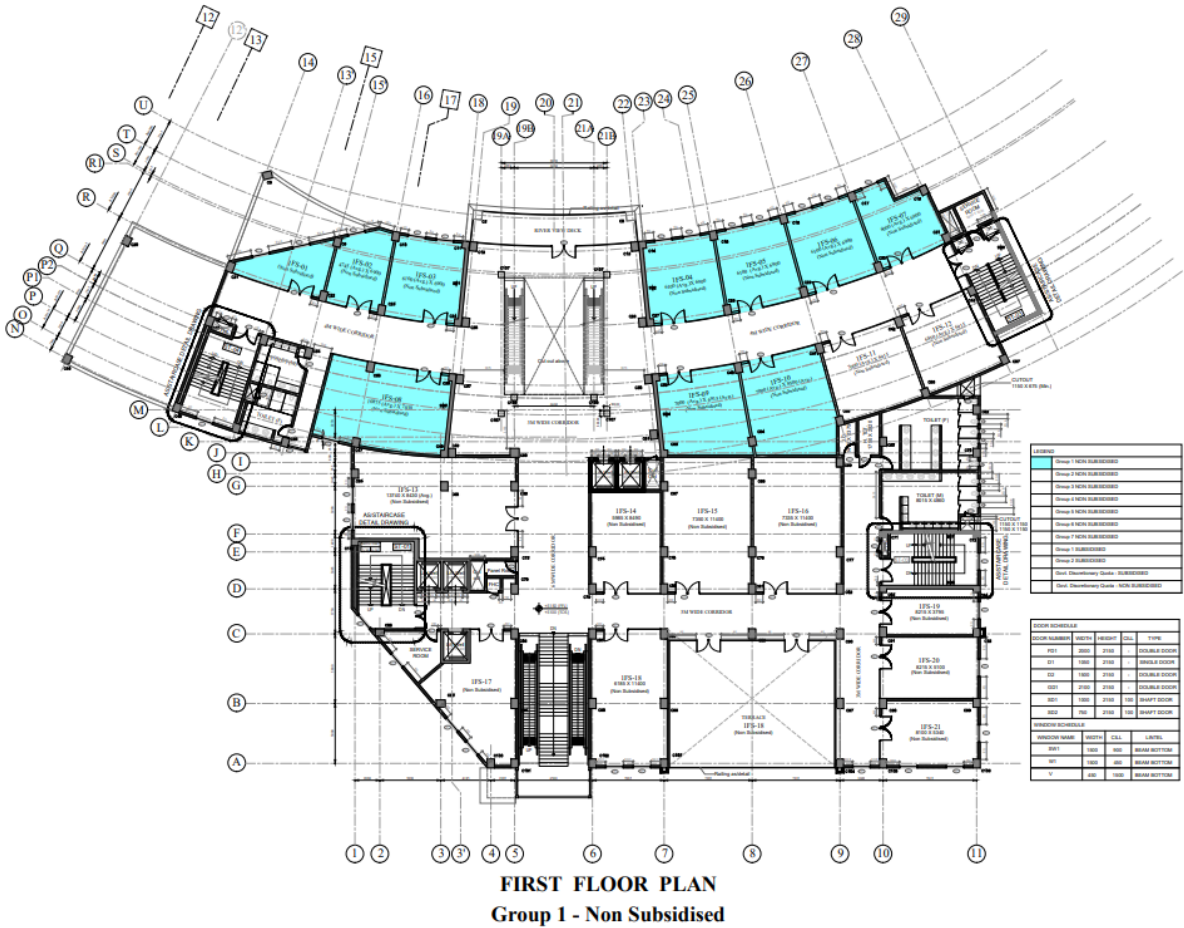


Group -7 -- Non Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee / Month (Rs)
1	4FS-12	986.05	50	49302.64	
2	4FS-13	2773.02	50	138650.80	
3	4FS-14	1820.92	50	91045.96	
4	4FS-25	1210.24	50	60512.11	
5	4FS-26	1995.70	50	99785.10	
6	4FS-27	1991.63	50	99581.45	
7	4FS-28	742.54	50	37126.95	
8	5FS-07	803.66	50	40182.92	
9	5FS-17	534.61	50	26730.58	
<b>TOTAL</b>		<b>12,858.37</b>		<b>642918.50</b>	<b>642918.50</b>

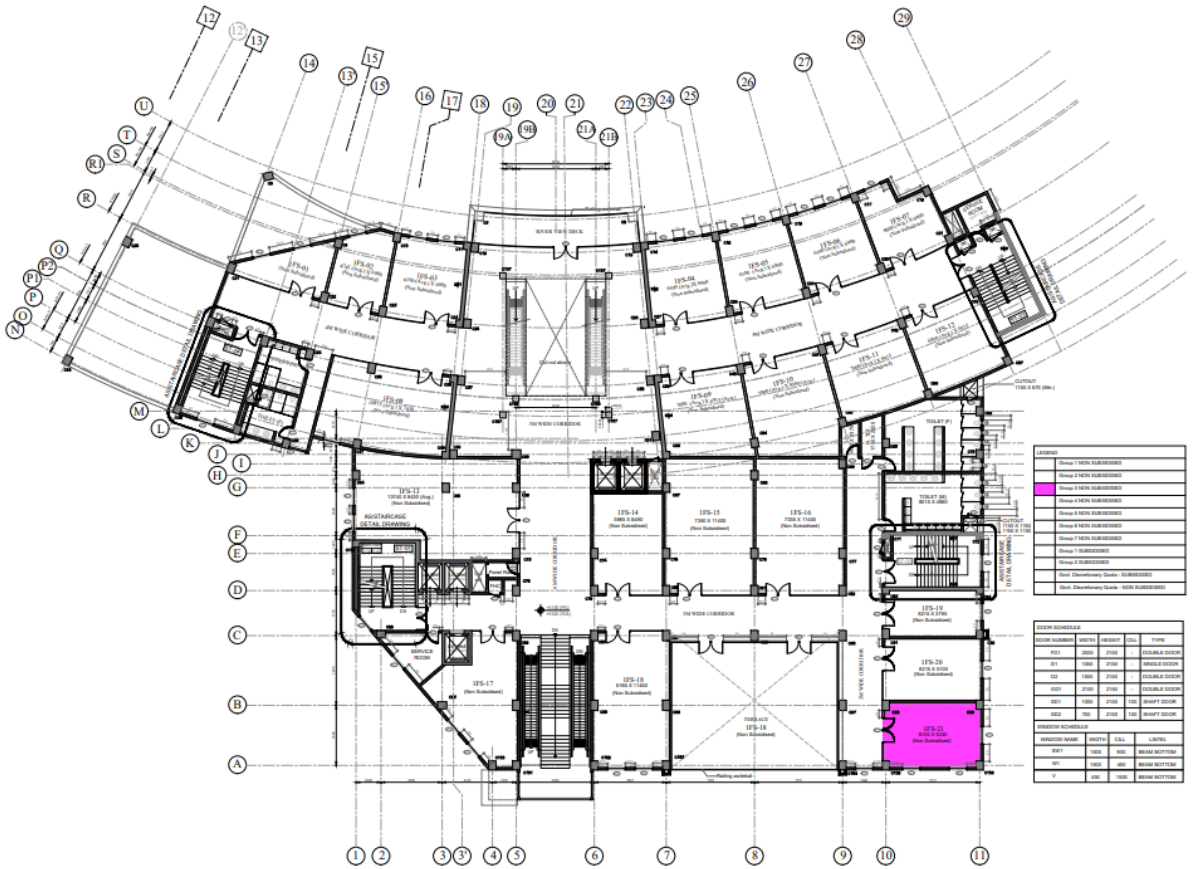
Group -1 -- Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee / Month (Rs)
1	4FS-01	404.9	35	14,171.50	
2	4FS-02	813.37	35	28,467.95	
3	4FS-04	462.08	35	16,172.80	
4	4FS-05	481.12	35	16,839.20	
5	4FS-06	487.07	35	17,047.45	
6	4FS-07	487.07	35	17,047.45	
7	4FS-08	487.07	35	17,047.45	
8	4FS-09	487.07	35	17,047.45	
9	4FS-10	487.07	35	17,047.45	
10	4FS-11	487.07	35	17,047.45	
11	4FS-15	565.9	35	19,806.50	
12	4FS-16	598.77	35	20,956.95	
<b>Total</b>		<b>6,248.56</b>		<b>2,18,699.60</b>	<b>2,18,699.60</b>

Group -2 -- Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve License Fee / Month (Rs)
1	4FS-17	663.32	35	23216.20	
2	4FS-18	706.66	35	24733.10	
3	4FS-23	976.53	35	34178.55	
4	4FS-24	866.96	35	30343.60	
5	5FS-01	396.98	35	13894.16	
6	5FS-02	396.98	35	13894.16	
7	5FS-03	396.98	35	13894.16	
8	5FS-04	396.98	35	13894.16	
9	5FS-05	396.98	35	13894.16	
10	5FS-06	396.98	35	13894.16	
11	5FS-15	795.90	35	27856.53	
12	5FS-16	706.60	35	24730.91	
<b>Total</b>		<b>7097.82</b>		<b>248423.87</b>	<b>248423.87</b>

16.4. Annexure D: Floor Plan





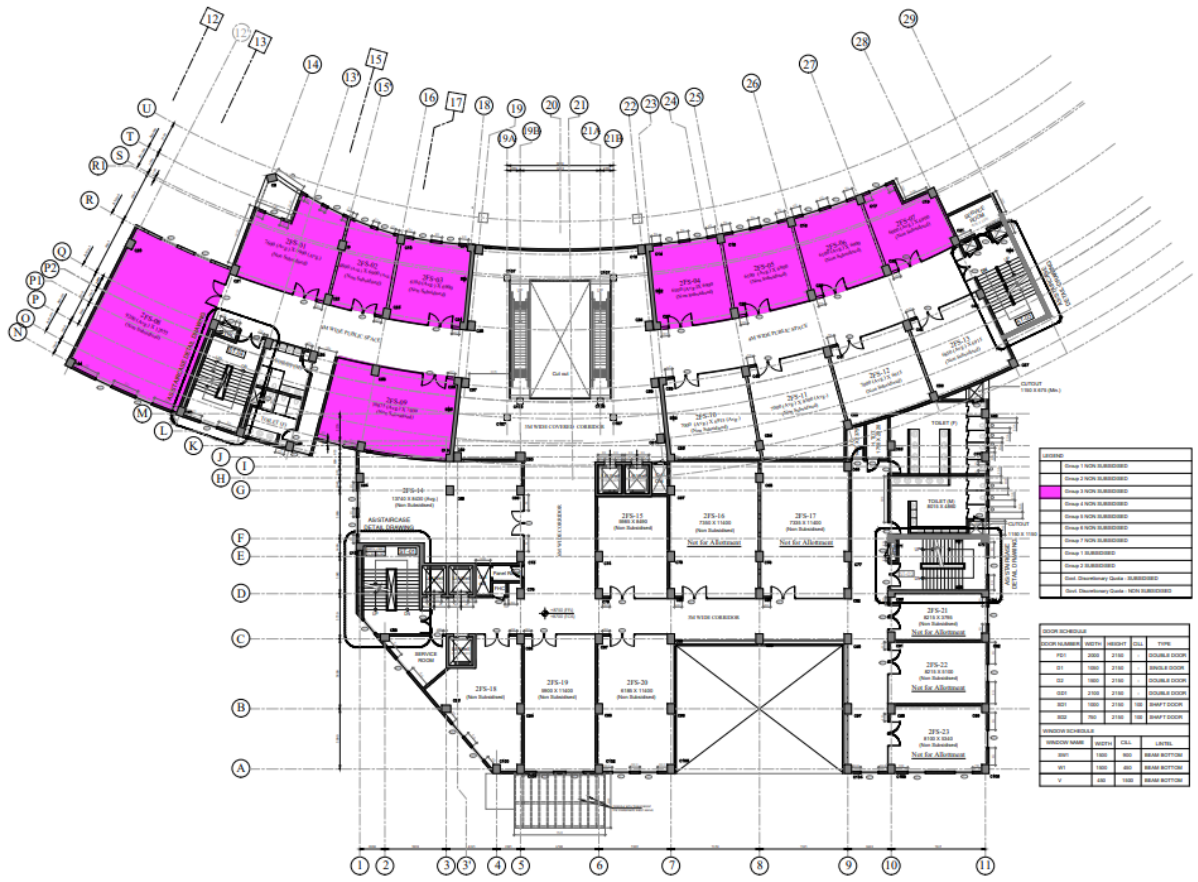


**FIRST FLOOR PLAN**  
**Group 3 - Non Subsidised**

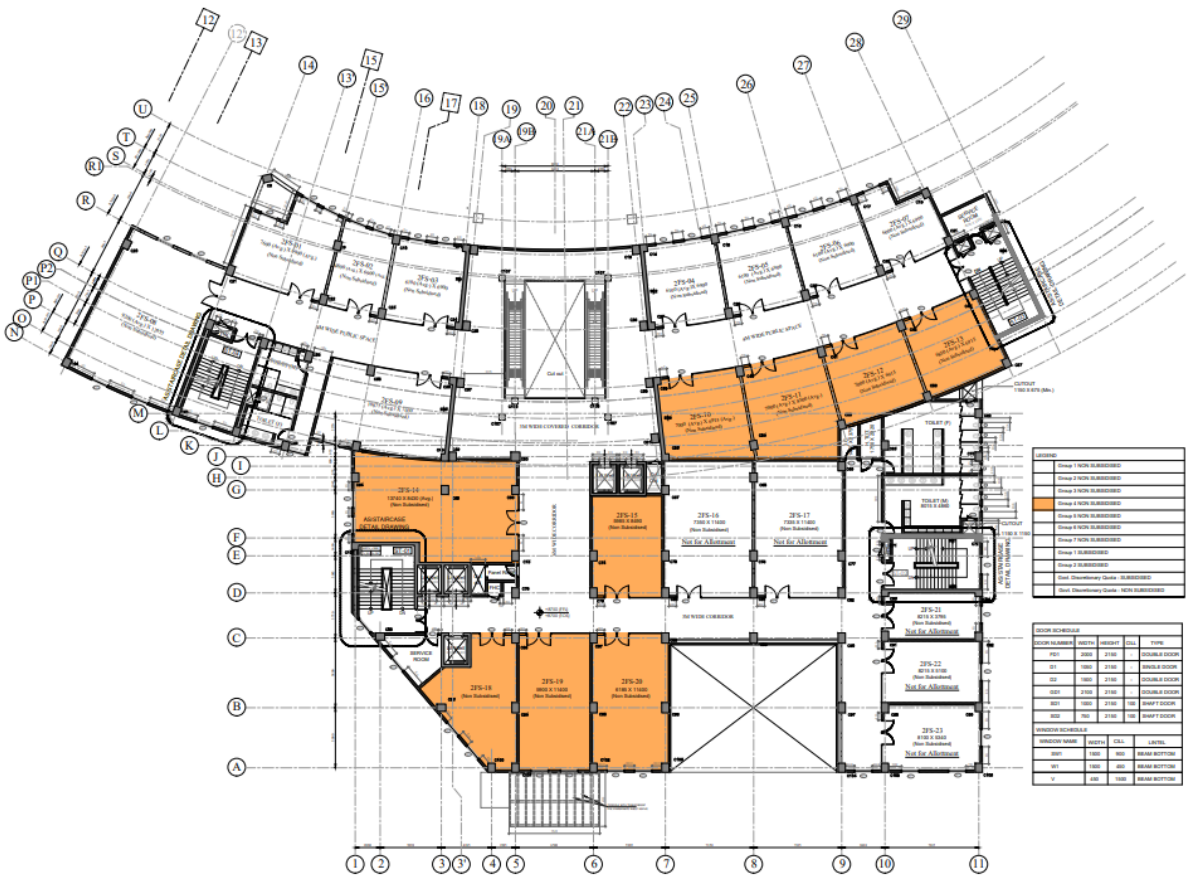
PARTITION SCHEDULE	
NO.	DESCRIPTION
1	Shop 1 NON SUBSIDISED
2	Shop 2 NON SUBSIDISED
3	Shop 3 NON SUBSIDISED
4	Shop 4 NON SUBSIDISED
5	Shop 5 NON SUBSIDISED
6	Shop 6 NON SUBSIDISED
7	Shop 7 NON SUBSIDISED
8	Shop 8 NON SUBSIDISED
9	Shop 9 NON SUBSIDISED
10	Shop 10 NON SUBSIDISED
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96	Shop 96 NON SUBSIDISED
97	Shop 97 NON SUBSIDISED
98	Shop 98 NON SUBSIDISED
99	Shop 99 NON SUBSIDISED
100	Shop 100 NON SUBSIDISED

WINDOW SCHEDULE				
NO.	DESCRIPTION	NO.	NO.	NO.
1	Shop 1	100	100	100
2	Shop 2	100	100	100
3	Shop 3	100	100	100
4	Shop 4	100	100	100
5	Shop 5	100	100	100
6	Shop 6	100	100	100
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93	Shop 93	100	100	100
94	Shop 94	100	100	100
95	Shop 95	100	100	100
96	Shop 96	100	100	100
97	Shop 97	100	100	100
98	Shop 98	100	100	100
99	Shop 99	100	100	100
100	Shop 100	100	100	100



**SECOND FLOOR PLAN**  
**Group 3 - Non Subsidised**



GROUP	ROOM NO.	ROOM AREA (sq. m)	ROOM TYPE
Group 1	2F-01	12.50	STAIR CASE
Group 2	2F-02	12.50	STAIR CASE
Group 3	2F-03	12.50	STAIR CASE
Group 4	2F-04	12.50	STAIR CASE
Group 5	2F-05	12.50	STAIR CASE
Group 6	2F-06	12.50	STAIR CASE
Group 7	2F-07	12.50	STAIR CASE
Group 8	2F-08	12.50	STAIR CASE
Group 9	2F-09	12.50	STAIR CASE
Group 10	2F-10	12.50	STAIR CASE
Group 11	2F-11	12.50	STAIR CASE
Group 12	2F-12	12.50	STAIR CASE
Group 13	2F-13	12.50	STAIR CASE
Group 14	2F-14	12.50	STAIR CASE
Group 15	2F-15	12.50	STAIR CASE
Group 16	2F-16	12.50	STAIR CASE
Group 17	2F-17	12.50	STAIR CASE
Group 18	2F-18	12.50	STAIR CASE
Group 19	2F-19	12.50	STAIR CASE
Group 20	2F-20	12.50	STAIR CASE
Group 21	2F-21	12.50	STAIR CASE
Group 22	2F-22	12.50	STAIR CASE
Group 23	2F-23	12.50	STAIR CASE
Group 24	2F-24	12.50	STAIR CASE
Group 25	2F-25	12.50	STAIR CASE
Group 26	2F-26	12.50	STAIR CASE
Group 27	2F-27	12.50	STAIR CASE
Group 28	2F-28	12.50	STAIR CASE
Group 29	2F-29	12.50	STAIR CASE

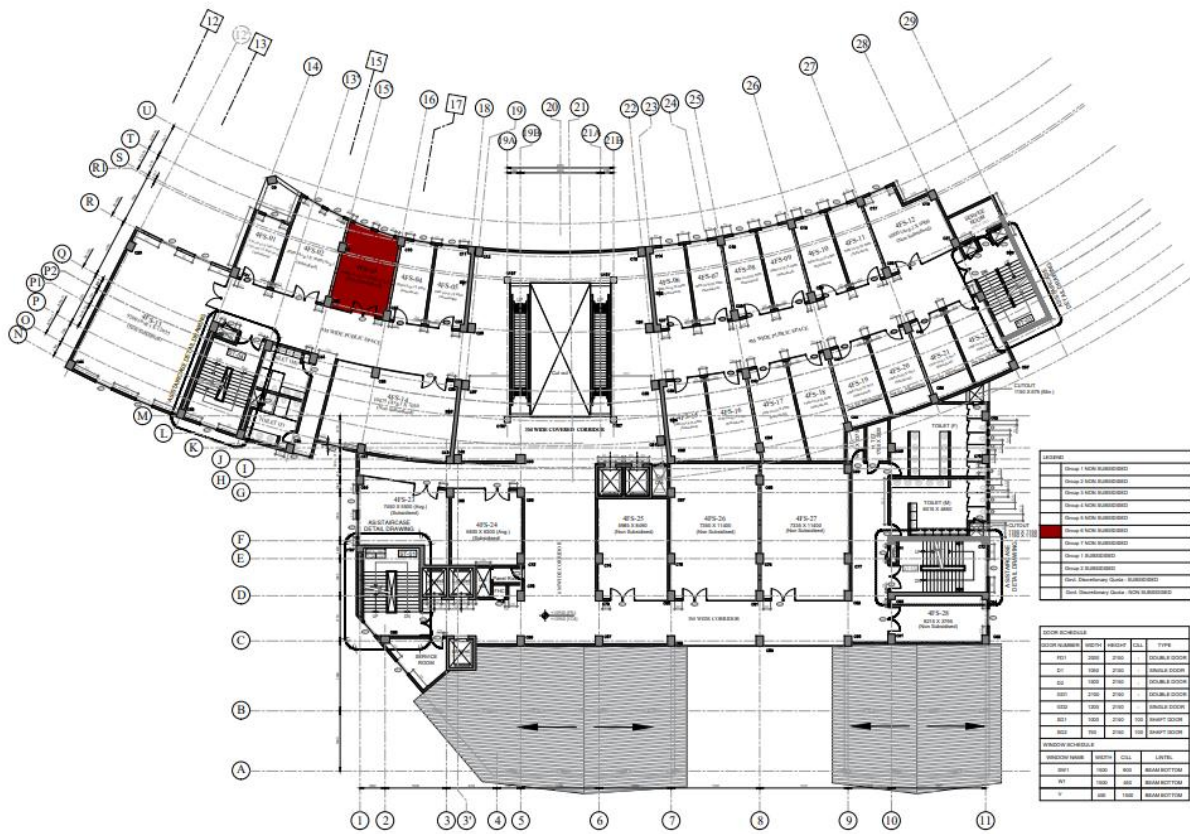
**SECOND FLOOR PLAN**  
**Group 4 - Non Subsidised**



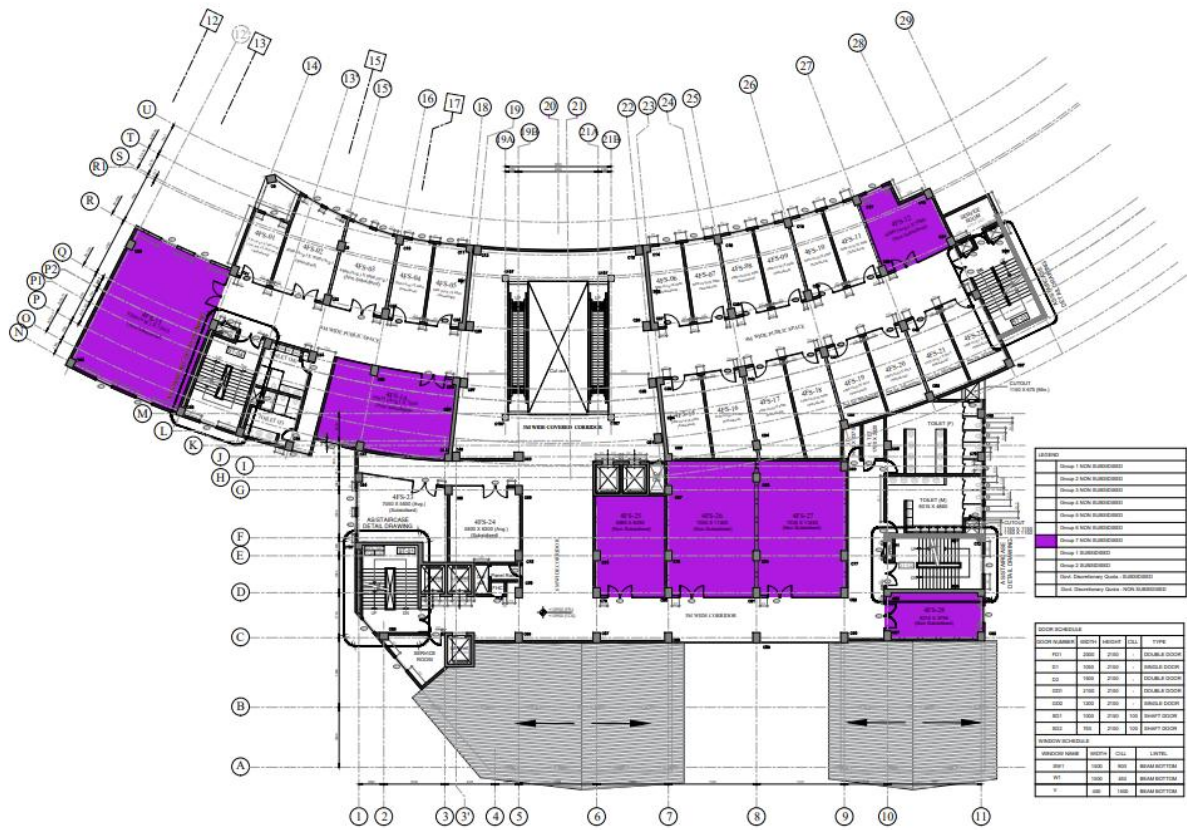
**THIRD FLOOR PLAN**  
**Group 4 - Non Subsidised**





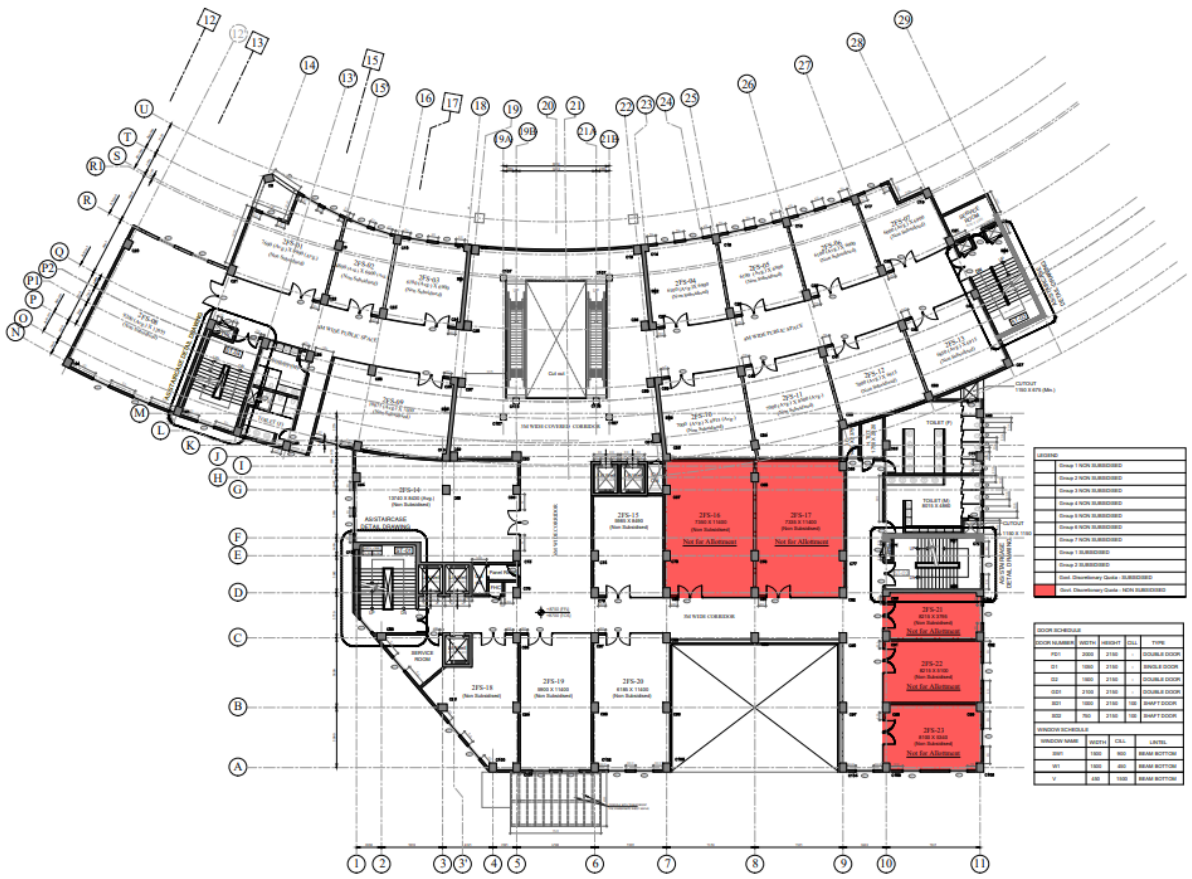


**FOURTH FLOOR PLAN**  
**Group 6 - Non Subsidised**

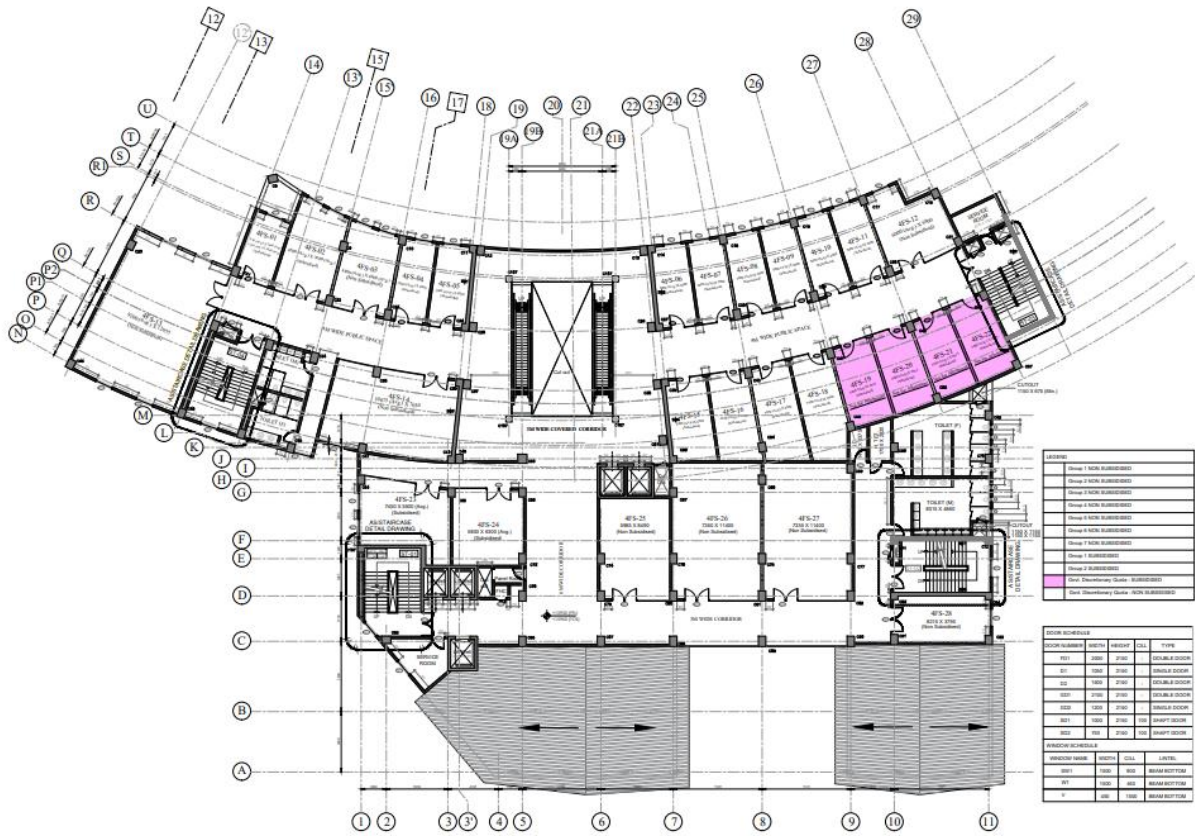


**FOURTH FLOOR PLAN**  
**Group 7 - Non Subsidised**





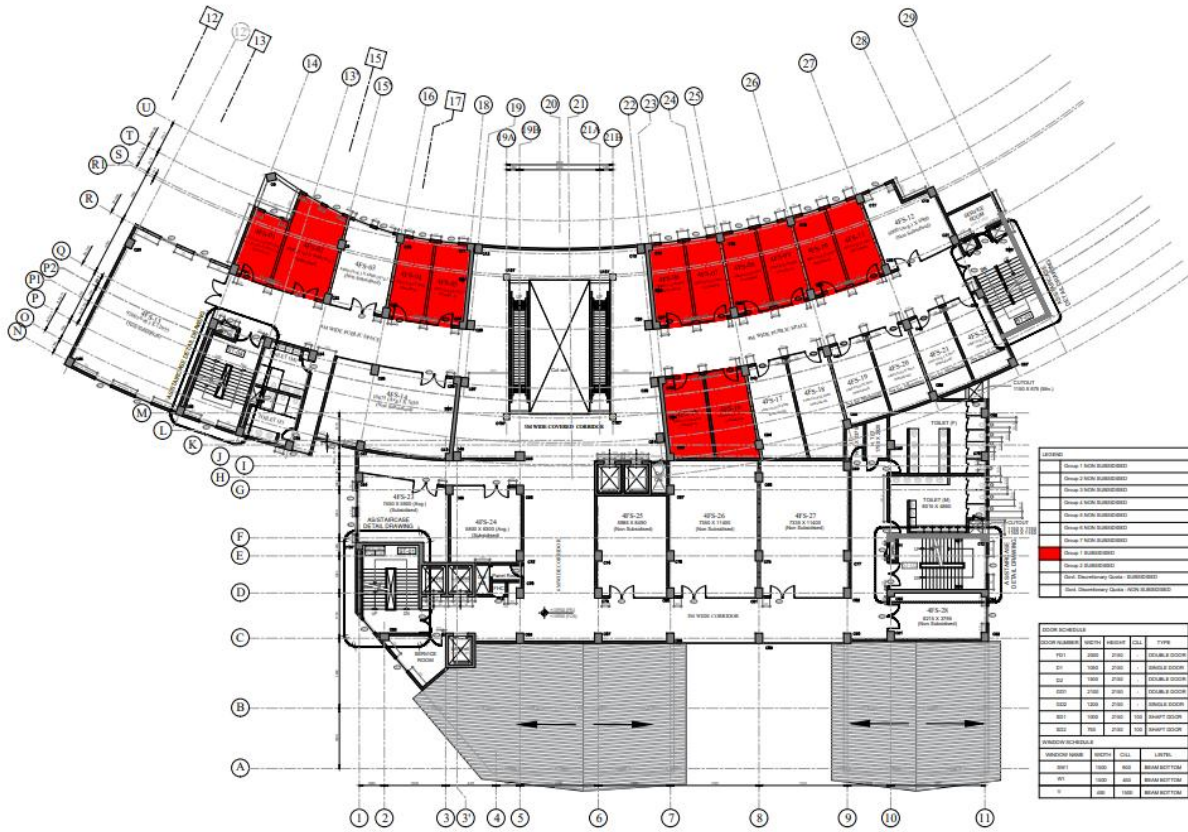
**SECOND FLOOR PLAN**  
**Govt. Discretionary Quota - Non Subsidised**



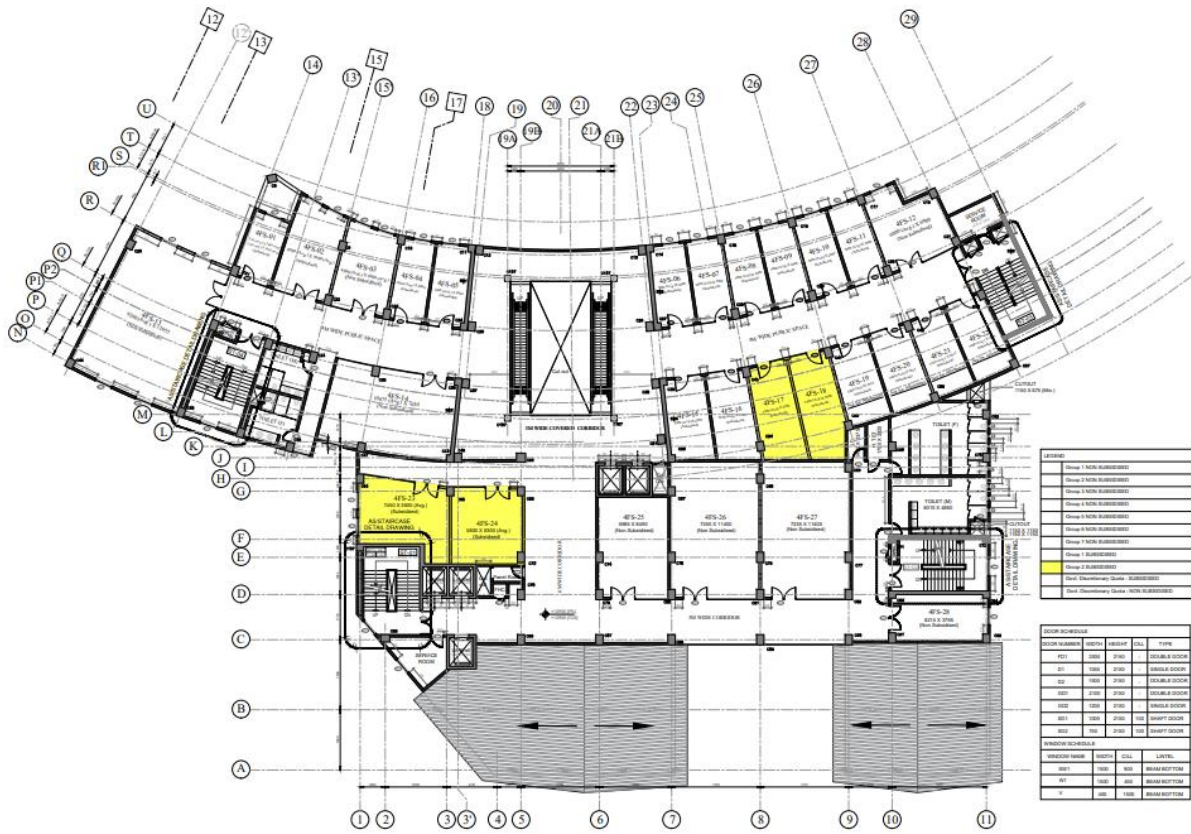
**FOURTH FLOOR PLAN**  
Govt. Discretionary Quota - Subsidised







**FOURTH FLOOR PLAN**  
Group 1 - Subsidised



**FOURTH FLOOR PLAN**  
**Group 2 - Subsidised**



## 16.5. Annexure E: Sample License Agreement

This License Agreement (“Agreement”) is executed on this \_\_\_ day of \_\_\_ 2026, at Shillong, Meghalaya:

### BETWEEN

**Shillong Smart City Limited (SSCL)**, a Government of Meghalaya undertaking, having its registered office at House No. C/B-037, Top Floor, Centre Nongrim Hills, Near JJ Cables, East Khasi Hills District, Shillong – 793003 (hereinafter referred to as the "Licensor"),

### AND

Mr./Ms./M/s \_\_\_\_\_, with registered office/residential address at \_\_\_\_\_ (hereinafter referred to as the "Licensee").

#### 1. PREMISES & PURPOSE

The Licensor hereby grants to the Licensee a license to occupy and use Shop/Office (as per 16.3 Annexure C) at Polo Commercial Complex, Shillong, measuring approximately 88,255.39 Sq. Ft (for Non-subsidized) and 13,346.38 sq.ft. (for Subsidized) super built-up area (hereinafter referred to as the "Premises"), strictly for commercial purposes approved by SSCL. No residential use shall be permitted.

#### 2. LICENSE PERIOD

The license shall be valid for five (5) years, commencing from the date of possession. Renewal, if any, shall be based on mutual agreement and subject to satisfactory performance.

#### 3. LICENSE FEE & CHARGES

- a. Licensee shall pay ₹\_\_\_ per month for both non-subsidized and subsidized shops (rounded as per IFB) (as per 16.2 Annexure B).
- b. Payment shall be made quarterly in advance, within the first 7 days of the quarter.
- c. CAM Charges, electricity, water, waste disposal, and any additional service or tax shall be borne by the Licensee.
- d. Failure to pay rent for three consecutive months shall attract termination and a penalty of ₹100/day from the date of default. The Unpaid license fee will be adjusted against the Security deposit.

#### 4. SECURITY DEPOSIT

An interest-free refundable security deposit, equal to six months' rent (“Security Deposit”), shall be deposited prior to possession. SSCL at its discretion may adjust any unpaid charges, penalties, damage, dues, or restoration cost, etc from the security deposit at the time of refund.

#### 5. OBLIGATIONS OF THE LICENSEE

- a. Maintain the Premises in good, hygienic condition and ensure no encroachment or nuisance.
- b. Use the Premises only for commercial purposes (Shop/Office/Clinic etc. as applicable).
- c. No alteration of the premises shall be permitted.

- d. Sub-letting may be permitted only with the prior approval of SSCL.
- e. Obtain utility and service connections (electricity, phone, signage etc.) at own cost with approval.
- f. Pay utility bills and statutory charges (e.g., taxes, cess, waste fees) directly to the authority.
- g. Install proper signage, maintain fire safety equipment, and keep surroundings clean.
- h. Submit to SSCL details of all employees working in the Premises, and update changes.
- i. Refrain from storing hazardous/inflammable materials or causing law and order disruptions.
- j. Ensure insurance for own goods, furniture, and fixtures against fire, theft, or damage.
- k. Not use fire (except for licensed kitchens/restaurants with prior SSCL consent).

## **6. OBLIGATIONS OF THE LICENSOR (SSCL)**

- a. Provide access to the Premises in warm shell condition (basic plastering, electrical conduits, plumbing access).
- b. Facilitate common infrastructure such as elevators, firefighting systems, and maintenance agency.
- c. Issue valid receipts for rent and deposits.
- d. Bear responsibility for property tax and structural repairs (except damage caused by Licensee).
- e. Inspect Premises with reasonable prior notice to ensure compliance.

## **7. INDEMNITY**

The Licensee shall indemnify, defend and hold harmless the Licensor, its officers and employees, from and against any and all losses, damages, liabilities, claims, penalties, costs and expenses (including reasonable legal fees) arising out of or in connection with the Licensee's use and occupation of the Premises, including but not limited to (i) breach of any terms of this Agreement, (ii) violation of any applicable law, rule or regulation, or (iii) any act, omission, negligence or misconduct of the Licensee, its employees, agents, contractors or visitors. This indemnity shall survive the termination or expiry of this Agreement.

## **8. Limitation of Liability**

The Licensor's liability under this Agreement shall be limited solely to providing access to the Premises and common facilities as specified herein. The Licensor shall not be liable for any indirect, consequential, or incidental loss, including loss of business, profits, or goodwill, nor for any damage to the Licensee's goods or property, except where directly caused by the Licensor's gross negligence or wilful misconduct.

## **9. GENERAL TERMS**

- a. This is a license, not a lease or tenancy; no tenancy, leasehold or other proprietary rights are conferred upon the Licensee.
- b. The Licensee shall not claim renewal as a right but can apply afresh.
- c. Any repairs required due to wilful negligence must be borne by the Licensee.
- d. SSCL may waive or relax any terms via written consent.
- e. SSCL retains the right to sell or assign its interest; Licensee shall have no objection provided

terms are honored.

- f. The Licensee must not place goods/furniture outside the Premises or tamper with building systems.
- g. The Licensor shall insure the building structure, while the Licensee shall be responsible for insuring its own goods, equipment, furniture and fixtures within the Premises.
- h. The Licensee shall bear and pay applicable GST or any similar tax/levy on the license fee and other charges under this Agreement.

#### **10. DETERMINATION AND TERMINATION**

- a. On expiry, Licensee must vacate unless a new agreement is executed.
- b. Either party may terminate by giving 3 months' notice in writing.
- c. In case of breach by the Licensee, SSCL may give 1 month to cure, failing which termination may follow.
- d. Upon expiry or termination, the Licensee shall vacate and hand back the Premises in good condition.
- e. Upon expiry or termination, Licensee must vacate the premises within 7 days and handover the same to the SSCL in good conditions subject to normal wear and tear.
- f. The Licensee shall remove all the belongings at the time of handing over and if not removed, such items shall vest with SSCL.

#### **11. DISPUTE RESOLUTION**

Disputes shall first be referred to the Chief Executive Officer, SSCL. If unresolved, they shall be escalated to the Chairperson, SSCL Board, whose decision shall be final and binding on both parties.

#### **12. JURISDICTION AND GOVERNING LAWS**

This Agreement shall be governed by and construed in accordance with the laws of India and all legal proceedings shall be subject to the exclusive jurisdiction of the courts in Shillong, Meghalaya.

#### **13. SCHEDULE OF PREMISES**

Shop/Office (as per 16.3 Annexure C) Polo Commercial Complex, Shillong – 793001, measuring approximately 88255.39 Sq. Ft (for Non-subsidized) and 13346.38 sq.ft. (for Subsidized) super built-up area.

**IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month, and year first above written.**

#### **FOR THE LICENSOR**

Shillong Smart City Limited

(Signature with seal)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_



**FOR THE LICENSEE**

(Signature)

Name: \_\_\_\_\_

Designation (if applicable): \_\_\_\_\_

**Witnesses: -**

1. Name:  
Father's Name:  
Age:  
Occupation:  
Address:
  
2. Name:  
Father's Name:  
Age:  
Occupation:  
Address:



### 16.6. Annexure F: Declaration Format

The following declaration must be submitted on the official letterhead and signed:

1. **Declaration of Eligibility Compliance:**

I hereby confirm that I meet all the eligibility criteria outlined in the IFB and have provided true and correct documents.

Signature: \_\_\_\_\_



### 16.7. Annexure G: Document Checklist

Applicants must include the following documents and mark the page number for each:

- Duly Filled Application Form (Pg. \_\_\_\_)
- Financial Bid Form (Pg. \_\_\_\_)
- Copy of PAN Card (Pg. \_\_\_\_)
- Copy of GST Certificate (Pg. \_\_\_\_)
- Copy of Aadhar Card (if any) (Pg. \_\_\_\_)
- Copy of Partnership Deed or Certificate of Incorporation (if applicable) (Pg. \_\_\_\_)
- Copy of Auditor Certificate on Net Worth as on 31<sup>st</sup> March, 2025 (Pg. \_\_\_\_)
- Copy of Joint Venture Agreement/ MoU between members of Consortium or Association (if applicable) (Pg. \_\_\_\_)
- Cancelled Cheque / Bank Details (Pg. \_\_\_\_)
- Demand Draft for Bid Fee (Pg. \_\_\_\_)
- EMD (Pg. \_\_\_\_)
- Power of Attorney or Authorization Letter (if signed by representative) (Pg. \_\_\_\_)

Checklist with page No. and the same needs to be followed for submission, ensure to give document checklist a place after Application form

### 16.8. Annexure H: EMD (Bank Guarantee) Format

From-----

[Name and Address of Bank]

**Chief Executive**

**Officer Shillong**

**Smart City Limited**

House No. C/B-037,

Top Floor,

Centre Nongrim Hills, Near JJ Cables,

Shillong, East Khasi Hills District,

Meghalaya – 793003

1. [Name of relevant Bidder] ("Prospective Bidder) has in response to a Request for Proposal ("RFP") issued by SSCL, submitted a proposal dated ----- (the "Proposal") for it to procure an Agency (the "Licensee") as «Licensee for Leasing of Shops at Polo Commercial Polo Commercial Complex, Polo Road, Shillong, Meghalaya» (the 'Engagement').
2. [Name of Bank] with its registered office at-----, unconditionally guarantees to pay SSCL upon first the written demand and without deduction the sum of INR ...../- (**Indian Rupees.....Only**) ("**Guaranteed Sum**") **subject to the conditions set out below.**
3. [**Name of Bank**] **undertakes to immediately pay SSCL the Guaranteed Sum upon receipt** of the first written demand by SSCL without SSCL having to substantiate its demand, provided that the demand states that the amount demanded is due as a result of the occurrence of one or more of the conditions referred to in clause 4 below.
4. [Name of Bank] will be liable to immediately pay the Guaranteed Sum without deduction to SSCL if it notifies SSCL in writing that:
  - a. The Bidder withdraws his Bid during the period of validity as provided in this Volume I of the RFP documents.
  - b. If the Bidder submits a conditional Bid which not acceptable to SSCL.
  - c. If the Bidder has been notified of the acceptance of his Bid by SSCL:
  - d. if the Bidder fails to sign the License Agreement; or
  - e. in case the Bidder fails to furnish the required Security Deposit/ Performance Security within the specified time in accordance with the RFP Documents.
5. This guarantee will remain in force up to 240 days from the Bid due date or as it may be extended by the SSCL, notice of which extension(s) to the bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.
6. SSCL is entitled to make any demand under this guarantee not later than the day this guarantee ceases to remain in force in accordance with clause 5.
7. SSCL is under no obligation to notify [Name of Bank] of any extension of the Validity Period of the Proposal or the selection of the Prospective Bidder as one of the



successful Bidder.

8. [Name of Bank] agrees that it will not assign its obligations under this guarantee without the prior written consent of SSCL. SSCL will not unreasonably withhold its consent if the proposed assignee is of at least equal financial standing to [Name of Bank] and the assignee assumes in writing the obligations of [Name of Bank] under this guarantee at the same time or before the assignment.
9. The jurisdiction in relation to this Guarantee shall be the Courts at Shillong and Indian Law shall be applicable.

The claim in respect of this Bank Guarantee can also be lodged at our Office.

SEAL OF [BANK]

NAME OF BANK-----

-----

SIGNATURE NAME:

DESIGNATION:

DATE: