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Date: 15th October 2025

Shillong Smart City Limited



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

October -2025

Shillong Smart City Limited

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



Table of Contents

1	Introduction	3
2	Project Overview and Development Phases	3
3	Glossary	6
4	Eligibility Criteria	6
4.1	Eligibility Criteria for Non-Subsidized and Subsidized Shops	6
4.2	Eligibility criteria for sub-letting of subsidised shops	7
5	Details of Shops Available for Allotment	7
6	Unit(s) Allotment Per Application	7
6.1	Non-subsidized shops.....	8
6.2	Subsidized shops	8
7	Terms of Lease and Rental Conditions	8
8	Clarifications and Communication	10
9	Bidding / Application Process and Submission Guidelines.....	10
9.1	Step 1: Document Collection	10
9.2	Step 2: Document Preparation	11
9.3	Step 3: Document Checklist	11
9.4	Fee Submission	11
9.5	Preparation and Submission of Bids	12
10	Details of Shops Available for Allotment	14
10.1.	Shop Identification & Sizes:.....	15
10.2.	Shop Types & Allotment Category:.....	15
10.3.	Amenities & Fit-Out Condition:	15
10.4.	Floor-wise Shop Distribution.....	15
11	Allotment process and selection criteria for subsidized and non-subsidized shops	15
12	Publication of Results	16
13	Post-Allotment Procedure	16
14	Important Dates and Milestones.....	17
15	Confidentiality	17
16.	Annexures	18
16.1.	Annexure A: Application Form	19
16.2.	Annexure B1: Financial Bid Form.....	20
	(for non-subsidized shops)	20
16.3.	Annexure B2: Financial Bid Form	21
	(for subsidized shops).....	21
16.4.	Annexure C: Shop-wise Details.....	22
16.5.	Annexure D: Floor Plan	25
16.6.	Annexure E: Sample License Agreement	43

16.7.	Annexure F: Declaration Formats	47
16.8.	Annexure G: Document Checklist.....	48
16.9.	Annexure H: EMD (Bank Guarantee) Format	49

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 st	21
2	2 nd	23
3	3 rd	20
4	4 th	28
5	5 th	17
6	6 th	0
Total		109

The complex also features a food court, a game zone, and 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 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 st	21	0	0	0	21	21	0
2	2 nd	23	0	0	0	23	18	5
3	3 rd	20	0	0	0	20	20	0
4	4 th	28	20	16	4	8	8	0
5	5 th	17	14	8	6	3	2	1
6	6 th	0	0	0	0	0	0	0
Total		109	34	24	10	75	69	6

Project Photographs



3 Glossary

Term	Definition
SSCL	Shillong Smart City Limited
IFB	Invitation for Bids
EMD	Earnest Money Deposit
CAM	Common Area Maintenance
Warm Shell	A shop unit with basic plastering, electrical conduits, and plumbing access points, ready for interior fit-out
Subsidized Shops	Units reserved for MSMEs or Startups with approved certifications
Non-Subsidized Shops	Units available to general eligible Applicants without subsidy
Minimum Reserve Price	The minimum base rental rate per shop / group of shops derived on super built-up area as set by SSCL
Successful Bidder	For Non-subsidised shops- Eligible bidder whose offer is accepted based on highest financial bid in line with the provisions of this IFB. For subsidized shops- Eligible bidder whose offer is accepted based on highest financial bid in line with the provisions of this IFB.
License Agreement	The formal legal agreement between SSCL and the Successful Bidder defining terms of occupancy and use
Bid fee/fee	Non-refundable application fee payable at the time of submission of application / Bids

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 form both non-subsidized and subsidized shops

4.1 Eligibility Criteria for Non-Subsidized and Subsidized Shops

- The Applicant may be a proprietorship firm, partnership firm, company, trust, society, or Limited Liability Partnership (LLP).
- The Bidder must be legally competent to enter into a contract under the laws of India.
- All Applicants must furnish a valid PAN, GST registration certificate, and functioning bank account details in the application form.
- The Applicant should have Positive Net Worth at the end of financial year ending 31 March 2024.
- Any Applicant submitting bids for multiple groups must do so through a single application form and financial form.

4.2 Eligibility criteria for sub-letting of 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 2024.
- 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 for other category.
- 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
- 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 price is provided in Annexure C: "Shop wise Details."

The classification is as follows:

- a. **Subsidized Shops:** 24 units available to eligible Applicants in 2 groups. Each group of shops shall be allotted to the Successful Bidder through bid process.
- b. **Non-Subsidized Shops:** 69 units available to general eligible Applicants in 7 groups. Each group of shops 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 shops

- a. Ten (10) shops shall be consolidated to form one group, resulting in a total of six (6) groups comprising seventy (60) shops and one group consists of nine (9) shops. Bidders are required to submit a single application, irrespective of whether they are applying for one or multiple groups.
- 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 Price for the respective group(s) of shops.
- d. Regardless of the number of bids submitted, no Applicant shall be allotted more than one (1) group comprising ten (10)/nine (9) non-subsidized shops under the same Goods and Services Tax (GST) registration number.
- e. Applicants submitting bids for non-subsidized shops shall not be eligible to participate in the bidding process for subsidized shops.

6.2 Subsidized shops

- a. Twelve (12) shops shall be consolidated to form one group, resulting in a total of two (2) groups comprising twenty-four (24) shops. Bidders are required to submit a single application, irrespective of whether they are applying for one or multiple groups.
- 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 Price for the respective group(s) of shops.
- d. Regardless of the number of bids submitted, no Applicant shall be allotted more than one (1) group comprising twelve (12) subsidized shops under the same Goods and Services Tax (GST) registration number.
- e. Applicants submitting bids for subsidized shops shall not be eligible to participate in the bidding process for non-subsidized shops.

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 price established for each group of non-subsidized and subsidized shops respectively.
- ii. The floor-wise minimum reserve prices for each group of non-subsidized and subsidized shops are detailed in Annexure C.

b. Escalation Clause

- i. Rent shall increase by 15% every three years 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(s) 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 Bidders 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(s) 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(s). 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(s) 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 Bidders 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 Bidders.

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

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> and <https://meghalaya.gov.in/tenders> 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 shall fill out the appropriate application form based on the type of shop and bidding preference:

- Application Type 1:** Non-Subsidized Unit- for Single or Multiple groups of Shops as stated in Annexure- C. (Bid process for selection)
- Application Type 2:** Subsidized Unit- for Single or Multiple groups of Shops as stated in Annexure- C. (Bid process for selection)

Note: An Applicant shall be required to submit only one application form for any one type of Application stated above.

9.3 Step 3: Document Checklist

The required documents need to be submitted for each application:

a. For Non-Subsidized and Subsidized Shops (Single or multiple Groups):

- (a) Duly filled Application Form and Financial Bid Form Annexure A & B1/B2(as applicable.)
- (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)
- (g) Copy of Partnership Deed or Certificate of Incorporation (if applicable)
- (h) Auditor certificate on Net Worth as on 31st March, 2024
- (i) Declaration as per annexure 16.6

9.4 Fee Submission

i. Bid Fee for each application:

Application Type 1: Application for non-subsidized shop

An amount of ₹100,000 + 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”. (irrespective of number of groups applied for)

Application Type 2: Application for subsidized shop

An amount of ₹10,000 + 18% GST = ₹11,800.00 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”. (irrespective of number of units applied for)

ii. **Earnest Money Deposit (EMD) for each group:**

Application Type 1: Non-subsidized shops for each group -

- (a) EMD Amount- ₹1,00,000 (One Lakh Only) per group
- (b) Mode of payment: EMD to be paid in the form of Demand Draft 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.

Application Type 2: Subsidized shops for each group-

- (a) EMD Amount- ₹10,000 (Ten Thousand Only) per group
- (b) Mode of payment: EMD to be paid in the form of Demand Draft 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.

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: - Only the Bidders for non-subsidizes group of shops shall be required to furnish the financial proposal. Applicants applying for subsidized shops shall not be required to submit the 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) for non- subsidized shops 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 (Subsidized/Non-Subsidized shop)

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

Part-2: Financial Proposal (for Non-subsidized shop only)

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 (only for non-subsidized shops) must be packed in a separate sealed outer cover and clearly super scribed with the following:

Application for allotment of _____ [Subsidized/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 Bidders 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(s) 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 shop 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 Category:

- a. **Non-Subsidized Shops:** Available to all eligible Applicants under general rental terms.
- b. **Subsidized Shops:** Available to all eligible Applicants 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 subsidized and non-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 is missing the Bid Fee or EMD, 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 in accordance with the category of shops applied for.
- iv. **Step 4:** A list of eligible Bidders shall be published on the official websites <https://megurban.gov.in> and <https://meghalaya.gov.in/tenders>, accompanied by a formal notification indicating the date scheduled for the opening of the financial proposals for 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 price 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 from all groups shall be arranged in descending order. The highest rate quoted for any group (in terms of Rs. / Sft. / Month) shall be kept in the top. The Bidder quoting the highest rate in the said group shall be declared as the Successful Bidder for that group. Once any Bidder is selected for any group, his financial proposal shall not be considered for any other group.
- b. In the event that two or more eligible Bidders submit the same highest financial bid for a particular group, the Bidder having the highest net worth shall be the successful Bidder for that particular group of shops.
- 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. In the event that an Applicant is declared the successful Bidder for more than one group of shops, the allotment shall be made on the basis of the highest monthly license fee quoted by the Applicant in terms of INR per square foot per month (₹/sqft/month) across all the groups for which the Applicant has submitted bids. The group corresponding to such highest quoted rate shall be allotted to the Applicant. If the highest quoted license fee is identical for two or more groups, the allotment shall be made in favour of the group which has been assigned the highest order of preference by the Applicant in the application form, as specified in Annexure-A, Sl. No. 4.
- e. The final list of successful Bidders for each shop/office unit shall be published on the official websites <https://megurban.gov.in> and <https://meghalaya.gov.in/tenders>, as well as displayed on the notice board of SSCL. Successful Bidders shall be duly informed of the result publication through email and/or official communication.

12 Publication of Results

- i. Allotment results shall be published on <https://megurban.gov.in> and <https://meghalaya.gov.in/tenders>
- ii. Individual intimation will also be sent to Successful Bidders.

13 Post-Allotment Procedure

- i. Successful Bidders 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	22 nd October 2025
Deadline for submission of pre bid queries	31 st October 2025
Pre-bid meeting	3 rd November 2025
Issue of pre bid queries clarifications	10 th November 2025
Proposal Due Date	28 th November 2025
Date of opening of bids (Part 1)	28 th November 2025
Date of opening of financial bids	To be intimated later
Payment & Agreement Signing	Within 15 days of Allotment
Bid validity period	180 days

Note: Exact 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. Separate application forms are required for each unit. Tick the appropriate category.

1. Application Type (Tick One)

- ☐ Non-Subsidized, If Yes, mention Group number.
- ☐ Subsidized Single Unit (Requires valid MSME/Startup Certificate)

2. Applicant Details

- a. Name of Applicant / Authorized Signatory: _____
- b. Entity Type (Individual / Proprietorship / Firm / Company / Trust): _____
- 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 2024: _____

3. Unit Details for Subsidized Shops

- a. Group No. _____
(In sequence – Highest preference to lowest preference)

4. Group Details for Non-Subsidized Shops:

- a. Group No. _____
(In sequence – Highest preference to lowest preference)

4. 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 / UTR for EMD
- ☐ Authorization Letter (if signed by authorized representative)
- ☐ MSME/Startup Certificate (only for Subsidized Application)
- ☐ Audited Balance sheet of last Financial Year -31 March,2024

5. 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 B1: Financial Bid Form (for non-subsidized shops)

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 group of 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.

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	5,90,168.02	
2	Group-2	15765.94	10,24,786.38	
3	Group-3	10865.51	6,51,930.65	
4	Group-4	12613.12	7,51,533.32	
5	Group-5	10893.76	5,99,157.05	
6	Group-6	16179.18	8,85,910.76	
7	Group-7	13483.44	6,42,918.50	

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

We agree that, irrespective of application made for number of groups, incase selected, we shall be only eligible to get one group of shops.

We agree that, if the quoted amount is less than the indicated minimum reserve price, the quoted amount for the respective group shall be liable for rejection.

Signature of Applicant: _____

Name of Applicant: _____

Designation: _____

**16.3. Annexure B2: Financial Bid Form
(for subsidized shops)**

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 group of 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.

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	6248.55	2,18,699.25	
2	Group-2	7097.82	2,48,423.70	

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

We agree that, irrespective of application made for number of groups, incase selected, we shall be only eligible to get one group of shops.

We agree that, if the quoted amount is less than the indicated minimum reserve price, the quoted amount for the respective group shall be liable for rejection.

Signature of Applicant: _____

Name of Applicant: _____

Designation: _____

16.4. 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 Price /Month (Rs)
1	1FS-01	464.85	65	30215.32	
2	1FS-02	660.76	65	42949.31	
3	1FS-03	849.44	65	55213.92	
4	1FS-04	849.44	65	55213.92	
5	1FS-05	849.44	65	55213.92	
6	1FS-06	849.44	65	55213.92	
7	1FS-07	835.51	65	54308.09	
8	1FS-08	1542.91	65	100289.42	
9	1FS-09	976.89	65	63498.02	
10	1FS-10	1200.80	65	78052.19	
Total		9,079.51	65.00	5,90,168.02	5,90,168.02

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 Price /Month (Rs)
1	1FS-11	976.89	65	63498.02	
2	1FS-12	955.96	65	62137.45	
3	1FS-13	2337.59	65	151943.43	
4	1FS-14	1025.47	65	66655.61	
5	1FS-15	1691.01	65	109915.80	
6	1FS-16	1687.56	65	109691.47	
7	1FS-17	1146.34	65	74511.79	
8	1FS-18	4470.40	65	290576.22	
9	1FS-19	629.17	65	40896.26	
10	1FS-20	845.54	65	54960.34	
Total		15,765.94		10,24,786.38	10,24,786.38

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 Price /Month (Rs)
1	1FS-21	872.93	60	52375.65	
2	2FS-01	1073.35	60	64401.09	
3	2FS-02	677.91	60	40674.55	
4	2FS-03	861.52	60	51690.93	
5	2FS-04	861.52	60	51690.93	
6	2FS-05	861.52	60	51690.93	
7	2FS-06	861.52	60	51690.93	
8	2FS-07	847.38	60	50842.90	
9	2FS-08	2383.04	60	142982.40	
10	2FS-09	1564.84	60	93890.34	
Total		10,865.51		6,51,930.65	6,51,930.65

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 Price / Month (Rs)
1	2FS-10	990.77	60	59446.45	
2	2FS-11	1217.87	60	73071.98	
3	2FS-12	990.77	60	59446.45	
4	2FS-13	969.55	60	58172.70	
5	2FS-14	2370.81	60	142248.50	
6	2FS-15	1040.04	60	62402.57	
7	2FS-18	1162.62	60	69757.48	
8	2FS-19	1376.71	60	82602.31	
9	2FS-20	1443.21	60	86592.50	
10	3FS-01	1050.77	55	57792.37	
Total		12,613.12		7,51,533.32	7,51,533.32

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 Price / Month (Rs)
1	3FS-02	663.65	55	36500.60	
2	3FS-03	843.39	55	46386.50	
3	3FS-04	843.39	55	46386.50	
4	3FS-05	843.39	55	46386.50	
5	3FS-06	843.39	55	46386.50	
6	3FS-07	829.55	55	45625.50	
7	3FS-08	2332.91	55	128309.81	
8	3FS-09	1531.92	55	84255.48	
9	3FS-10	969.93	55	53346.17	
10	3FS-11	1192.24	55	65573.47	
Total		10,893.76		5,99,157.05	5,99,157.05

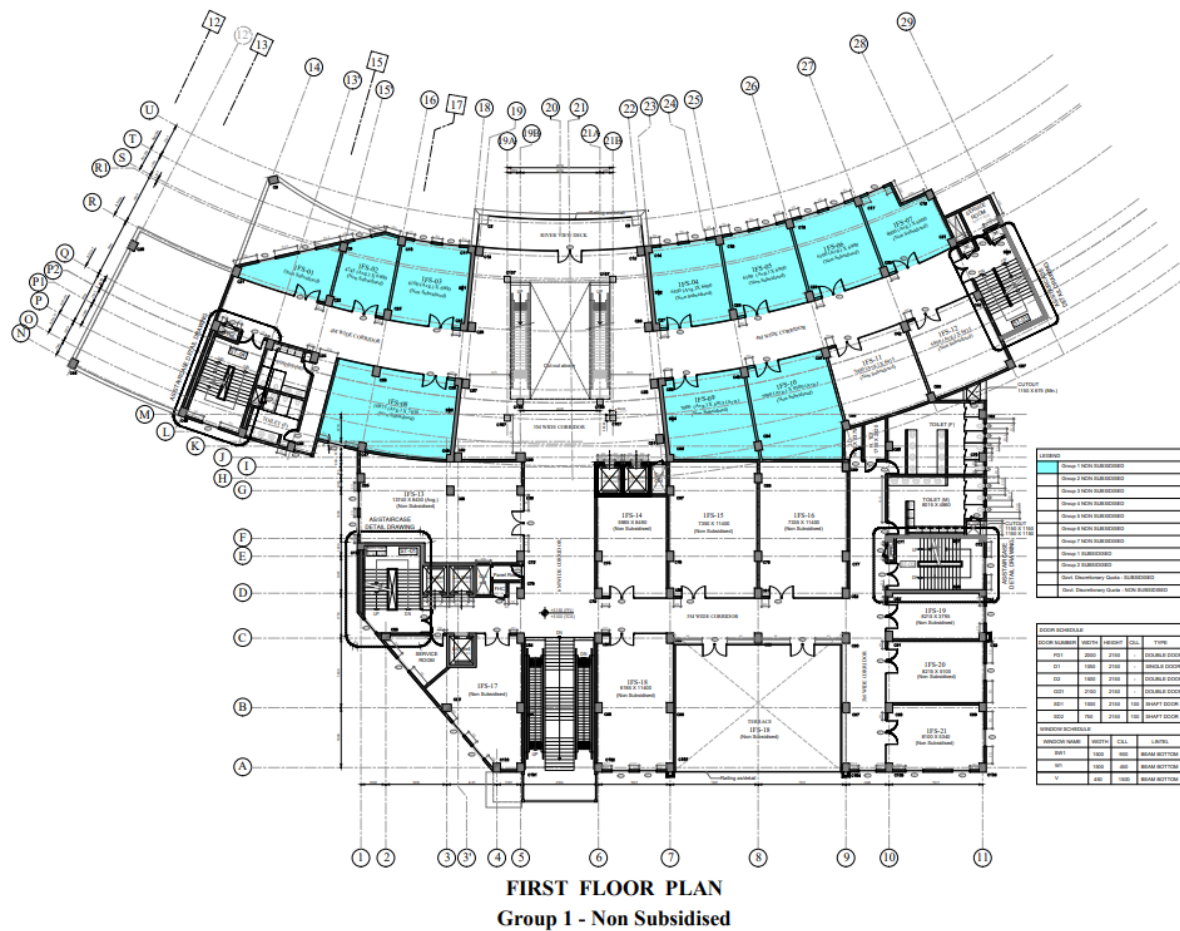
Group -6 -- Non Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve Price / Month (Rs)
1	3FS-12	969.93	55	53346.17	
2	3FS-13	949.15	55	52203.13	
3	3FS-14	2320.93	55	127651.23	
4	3FS-15	1018.16	55	55998.93	
5	3FS-16	1678.96	55	92342.83	
6	3FS-17	1675.53	55	92154.37	
7	3FS-18	624.69	55	34357.91	
8	3FS-19	3744.13	55	205927.24	
9	3FS-20	2408.85	55	132486.63	
10	4FS-03	788.85	50	39442.33	
TOTAL		16,179.18		8,85,910.76	8,85,910.76

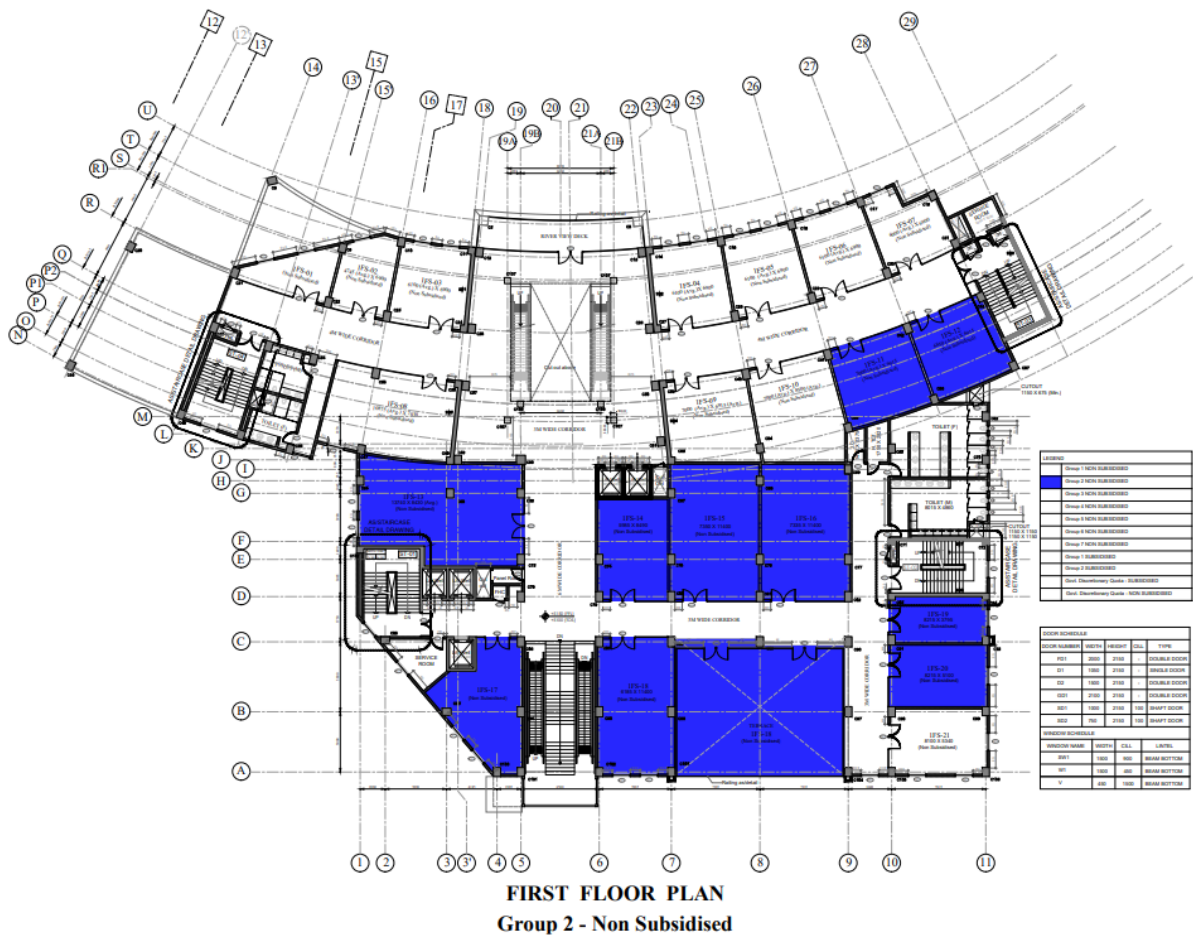
Group -7 -- Non Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve Price / Month (Rs)
1	4FS-12	986.05	50	49302.64	
2	4FS-13	2773.02	50	138650.80	
3	4FS-14	1820.92	50	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	
10	5FS-17	534.61	50	26730.58	
TOTAL		13,483.44		6,42,918.50	6,42,918.50

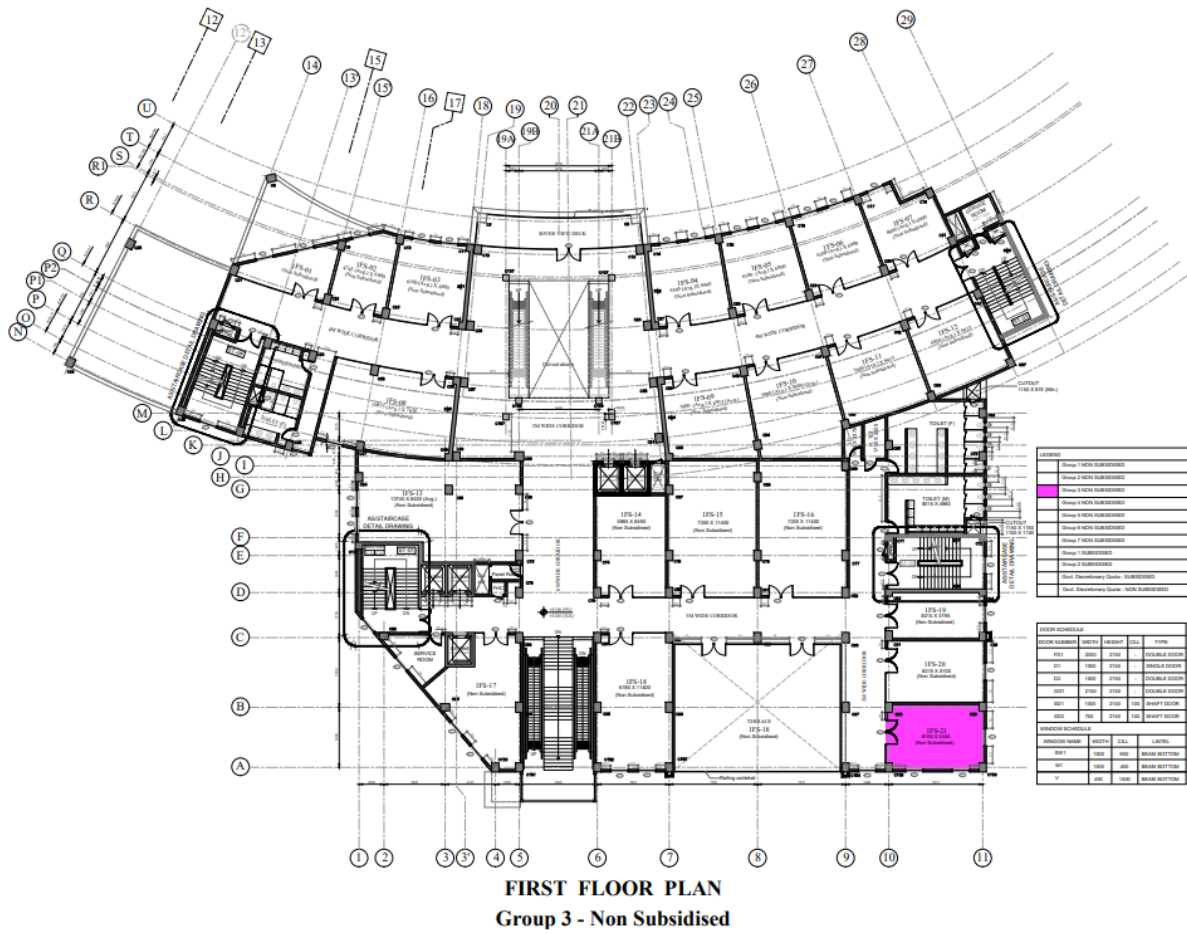
Group -1 -- Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve Price / Month (Rs)
1	4FS-01	404.9	35	14171.5	
2	4FS-02	813.37	35	28467.95	
3	4FS-04	462.08	35	16172.8	
4	4FS-05	481.12	35	16839.2	
5	4FS-06	487.07	35	17047.45	
6	4FS-07	487.07	35	17047.45	
7	4FS-08	487.07	35	17047.45	
8	4FS-09	487.07	35	17047.45	
9	4FS-10	487.07	35	17047.45	
10	4FS-11	487.07	35	17047.45	
11	4FS-15	565.9	35	19806.5	
12	4FS-16	598.77	35	20956.95	
Total		6248.56		218699.60	218699.60

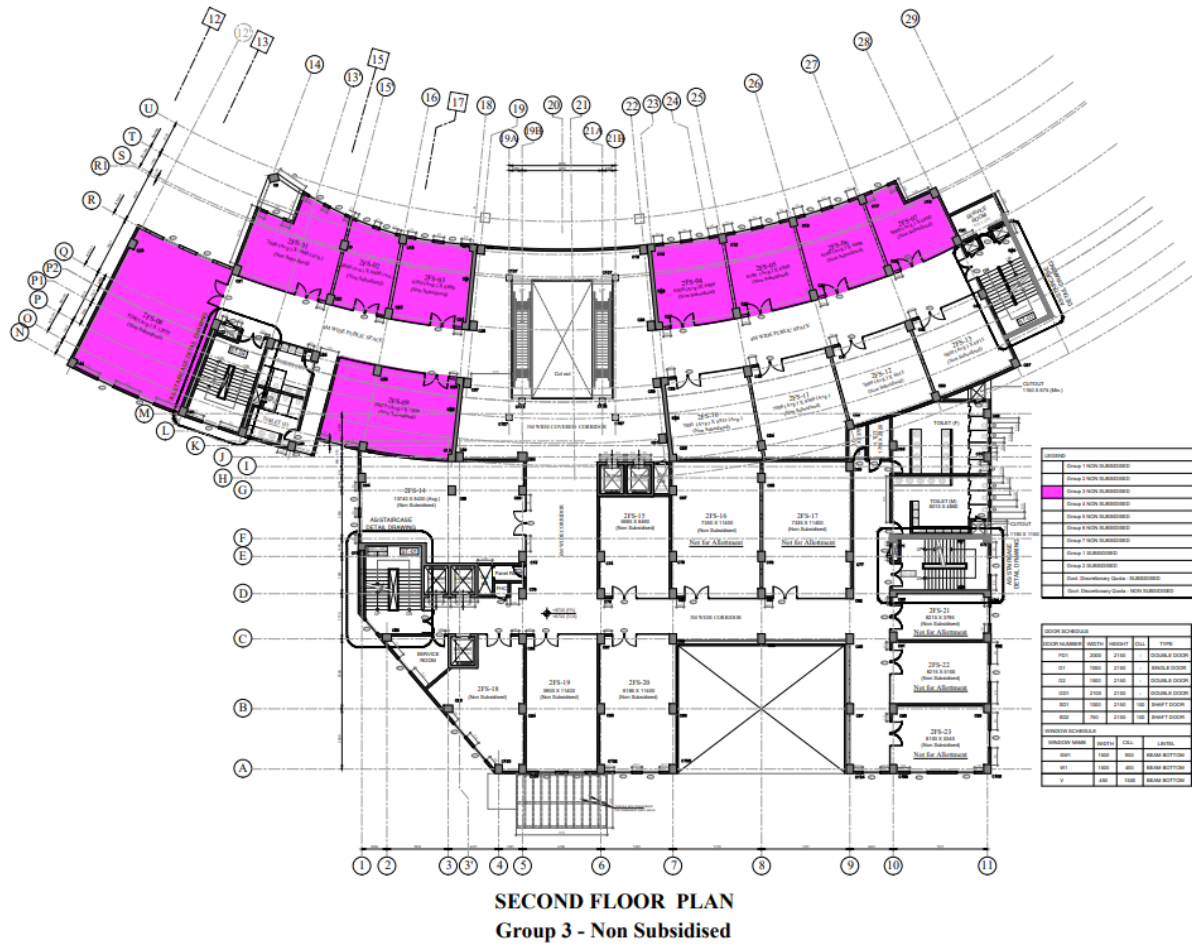
Group -2 -- Subsidised shops					
No.	Shop No.	Saleable Area / Super Builtup Area (Sq.Ft.)	Rent/sq.ft.Month on Super Built Up Area (Rs)	Total Rent/Month (Based on Super Builtup Area)	Minimum Reserve Price / Month (Rs)
1	4FS-17	663.32	35	23216.20	
2	4FS-18	706.66	35	24733.10	
3	4FS-23	976.53	35	34178.55	
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	
Total		7097.82		248423.87	248423.87

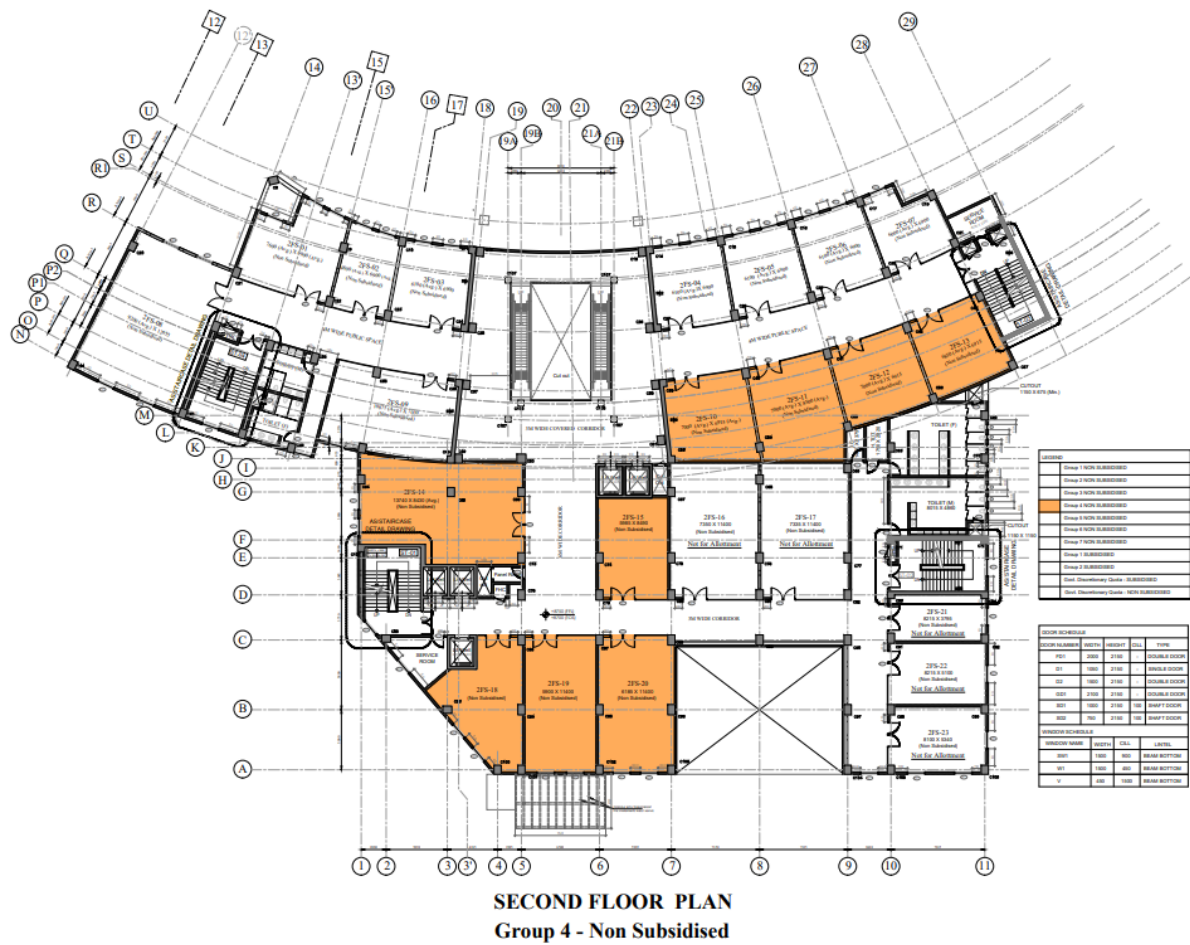
16.5. Annexure D: Floor Plan

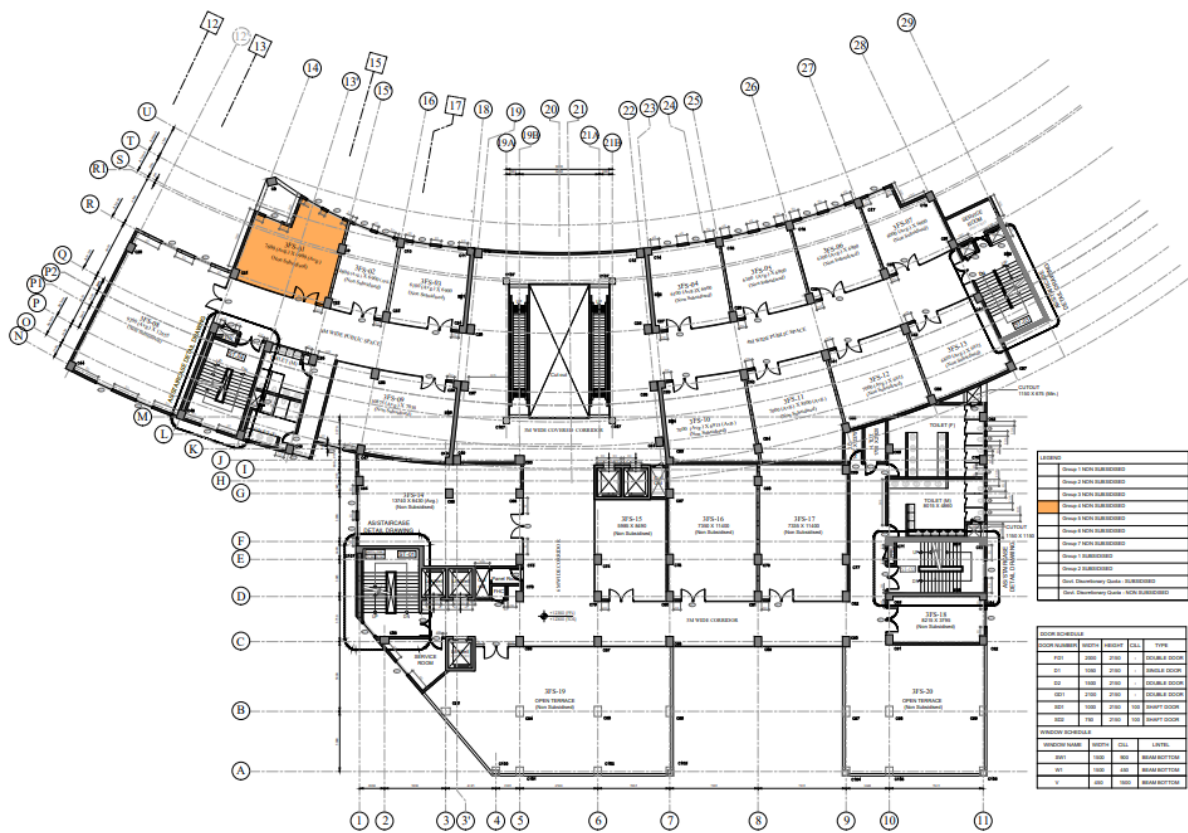




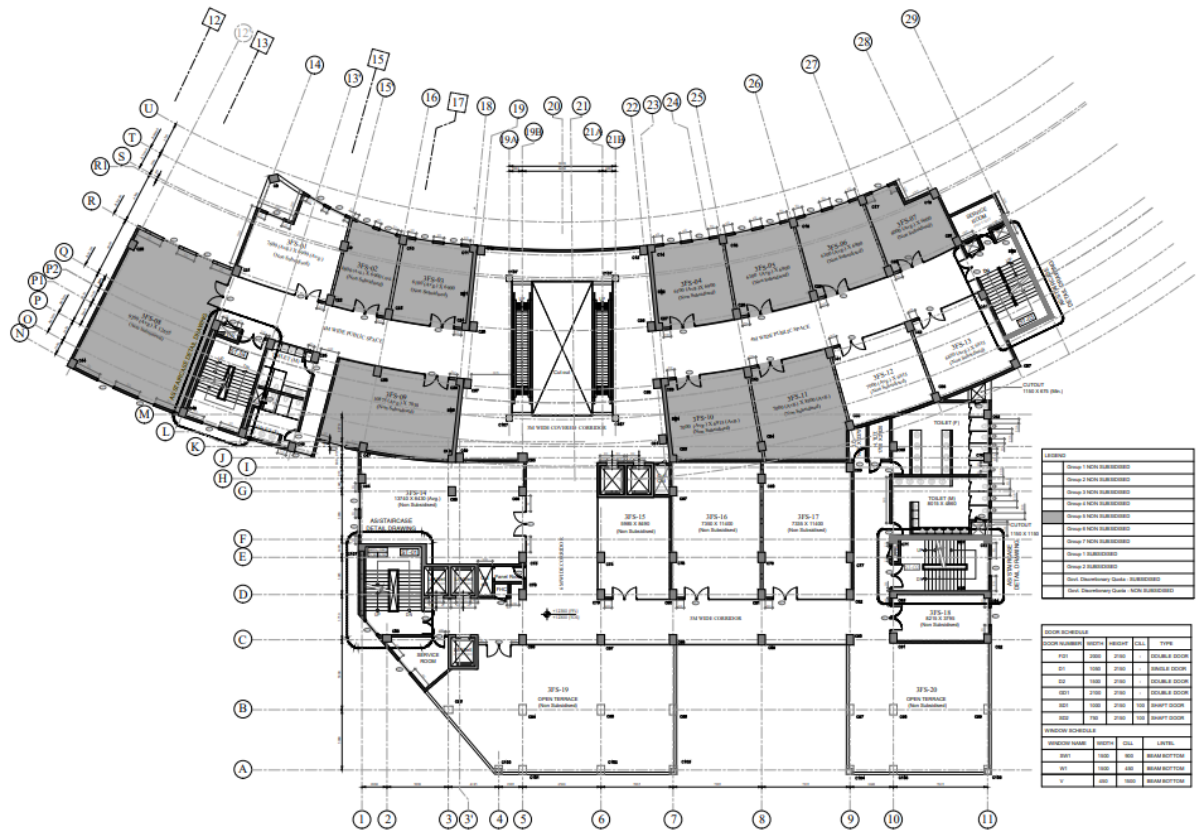




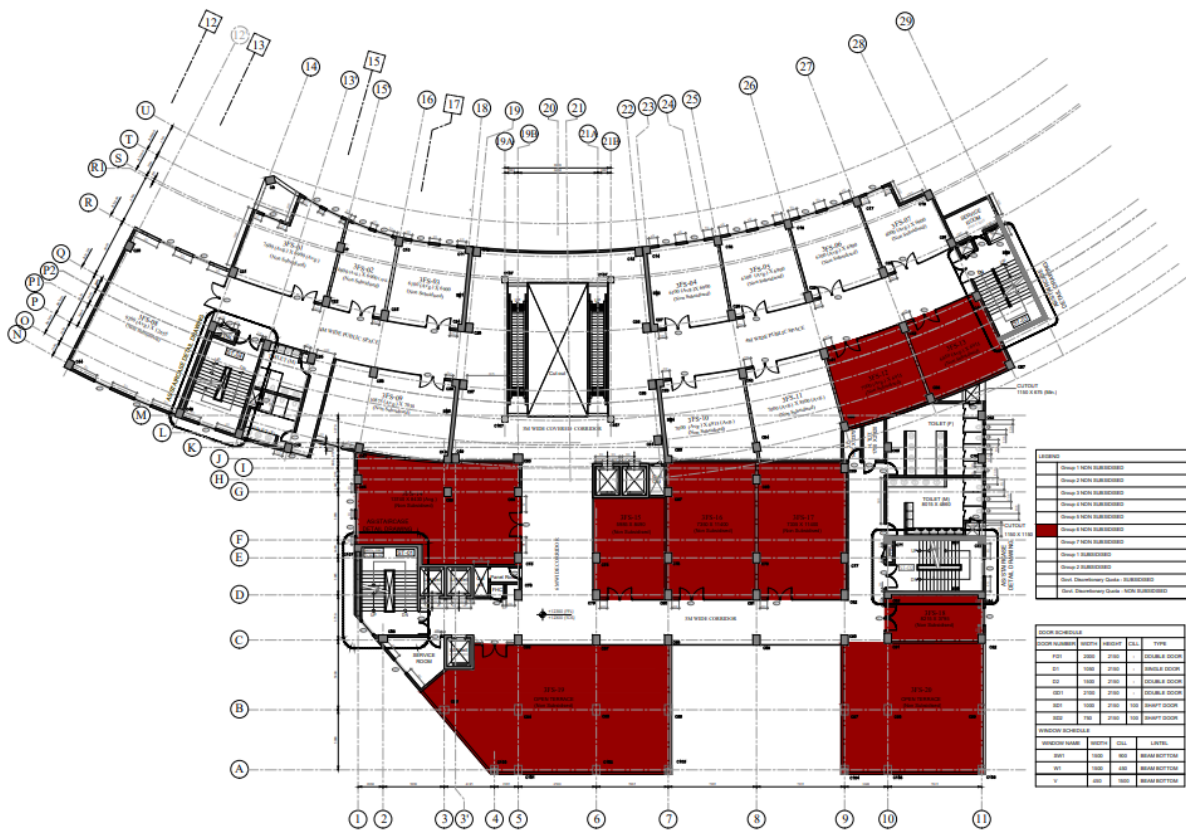




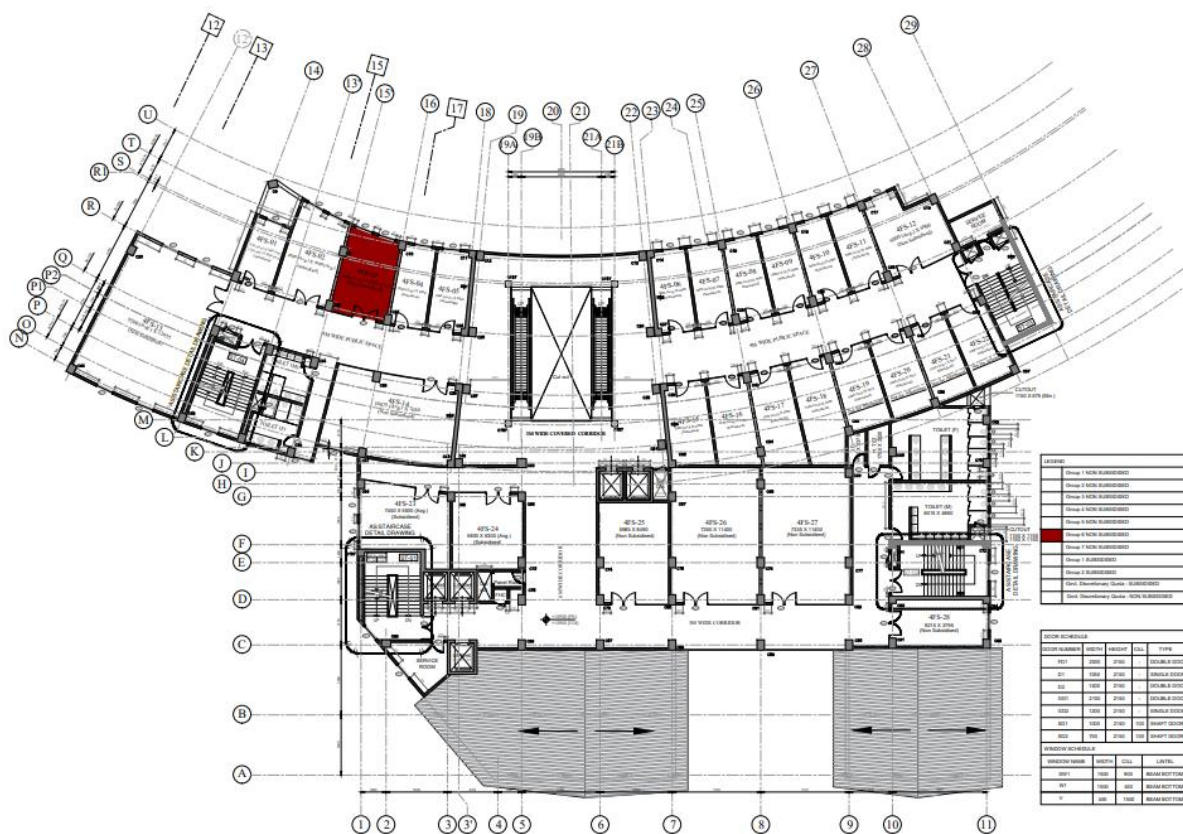
THIRD FLOOR PLAN
Group 4 - Non Subsidised



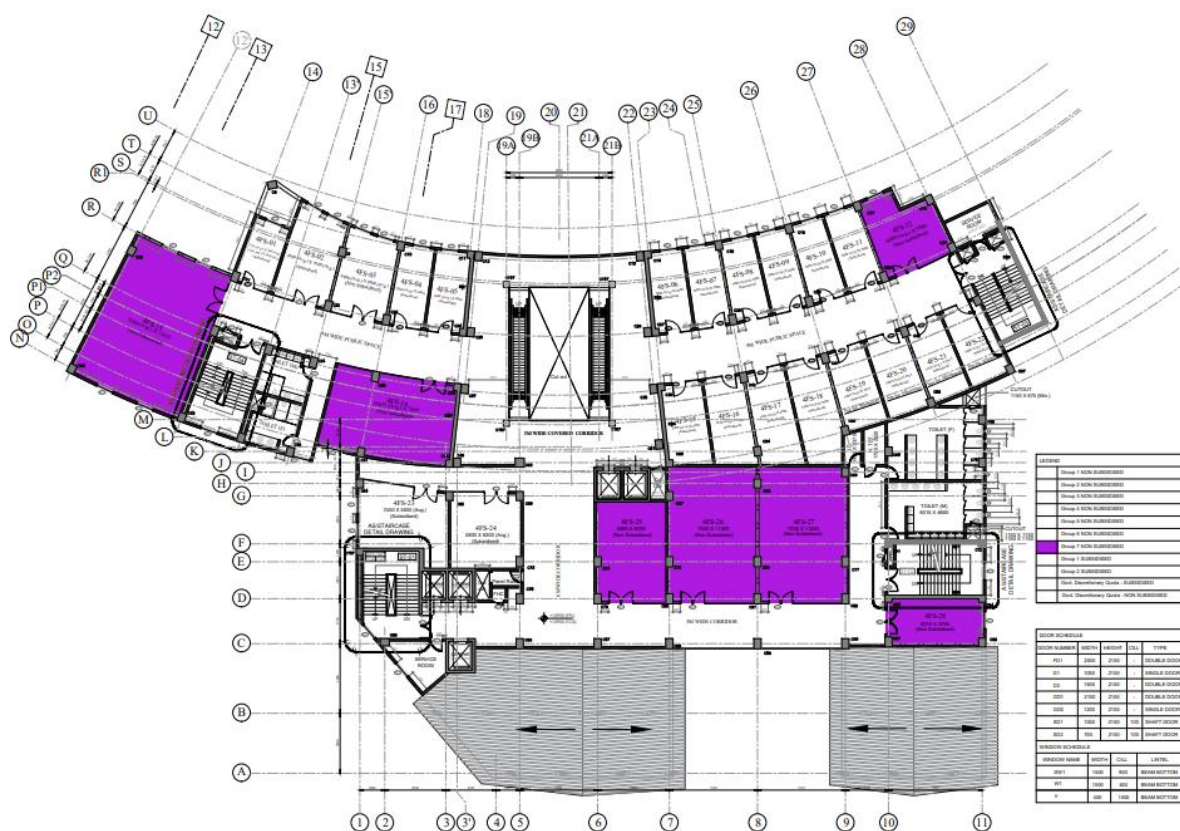
THIRD FLOOR PLAN
Group 5 - Non Subsidised



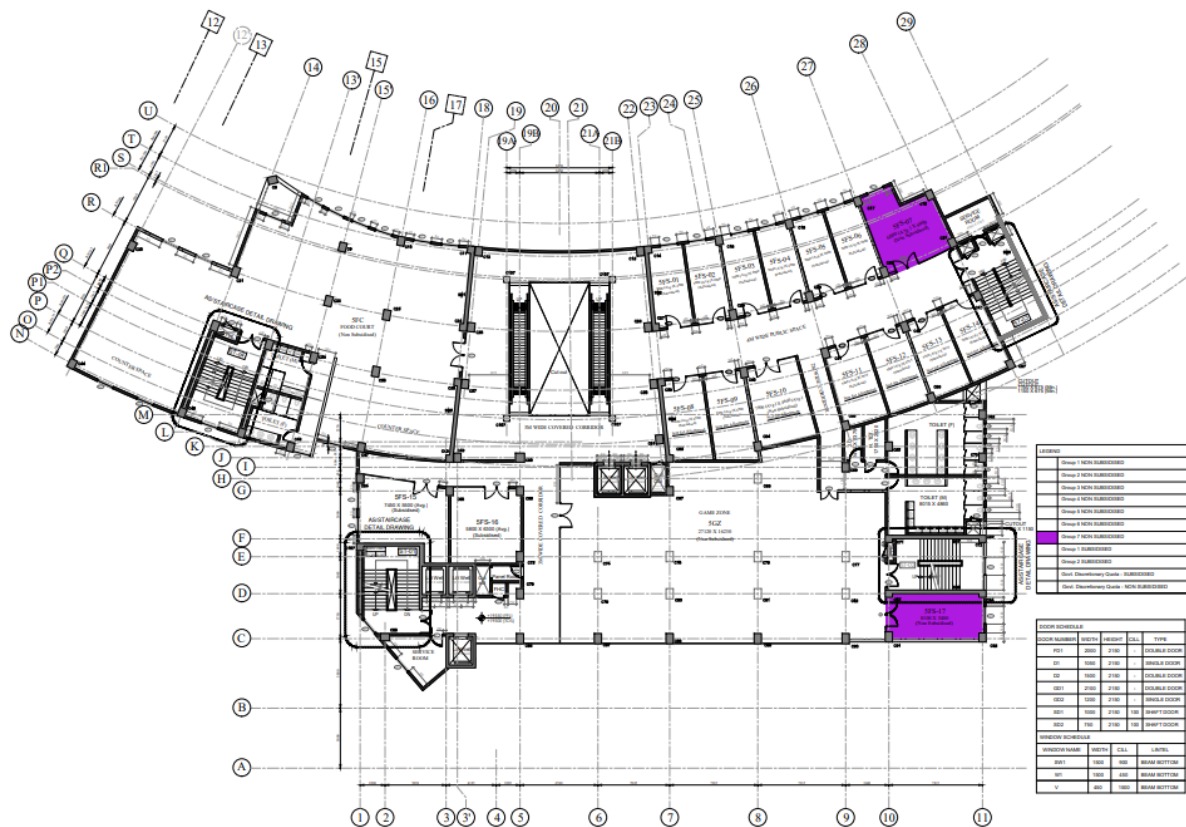
THIRD FLOOR PLAN
Group 6 - Non Subsidised

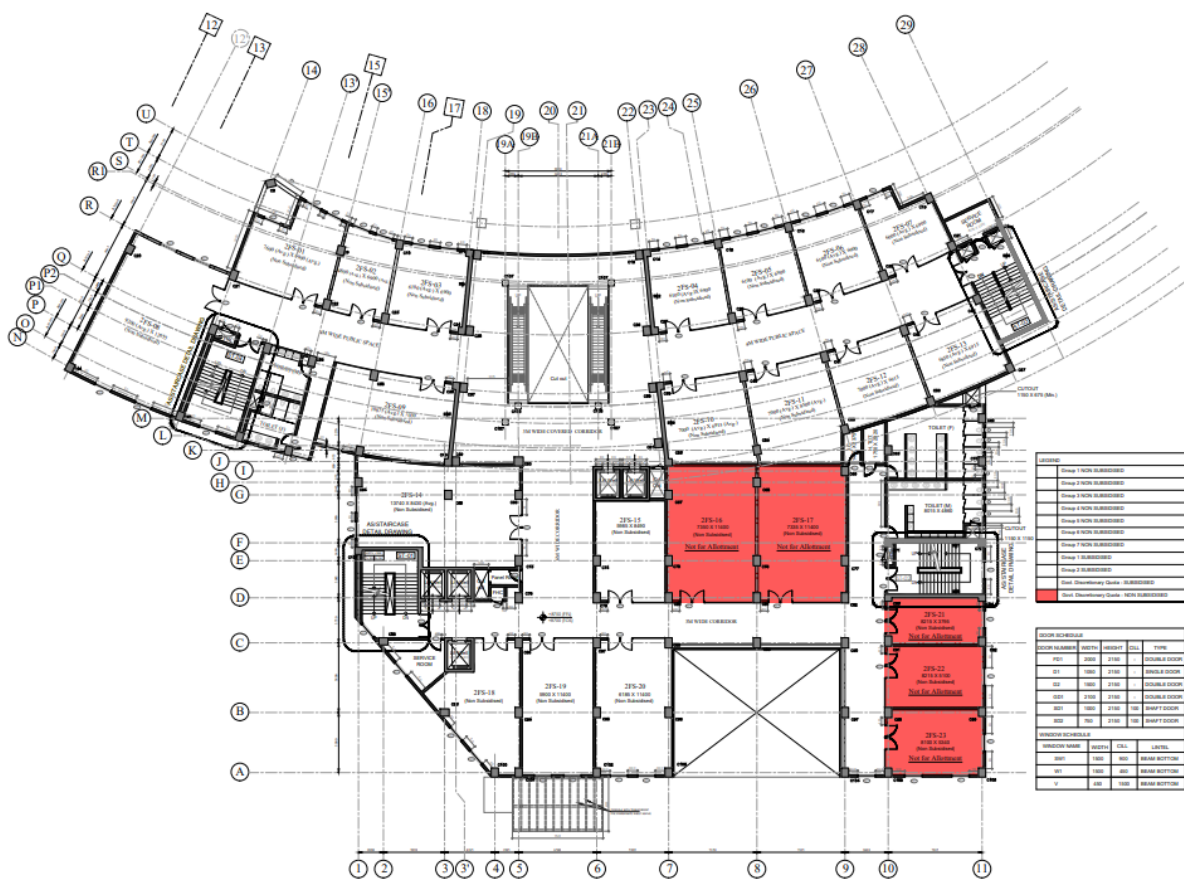


FOURTH FLOOR PLAN
Group 6 - Non Subsidised

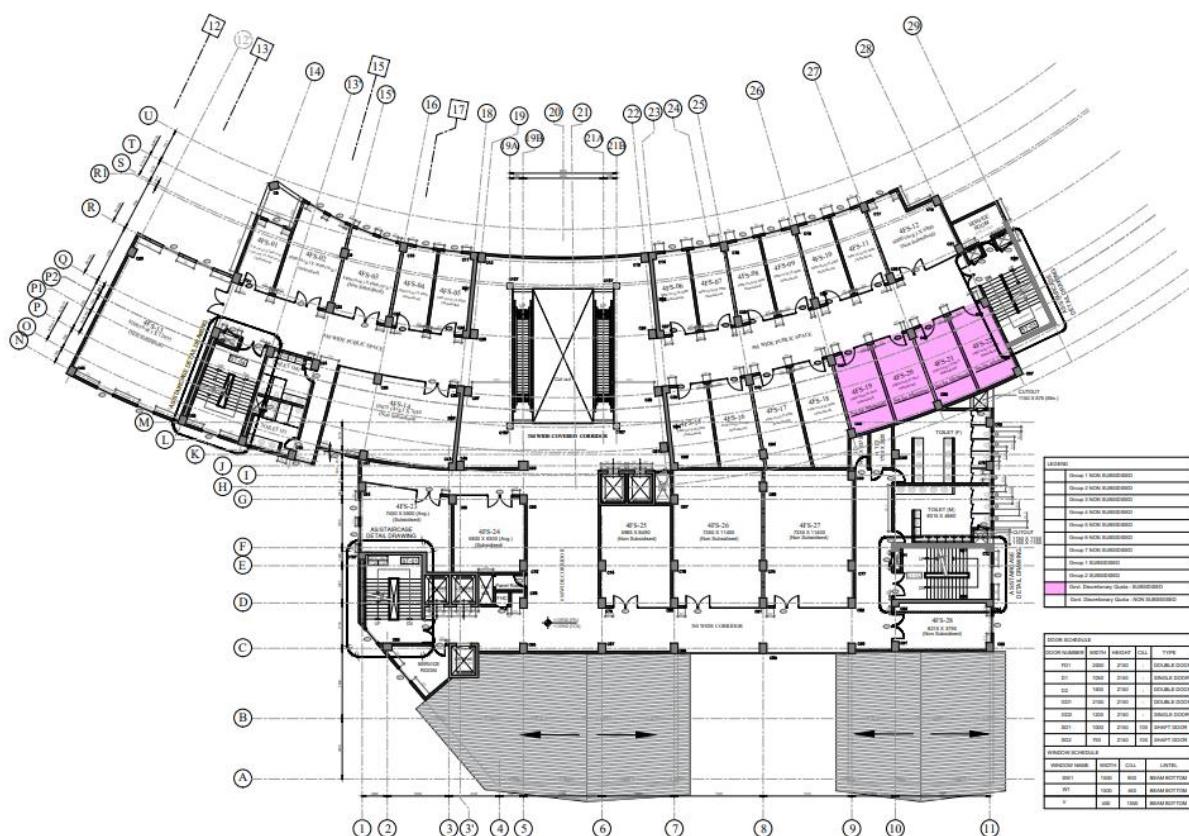


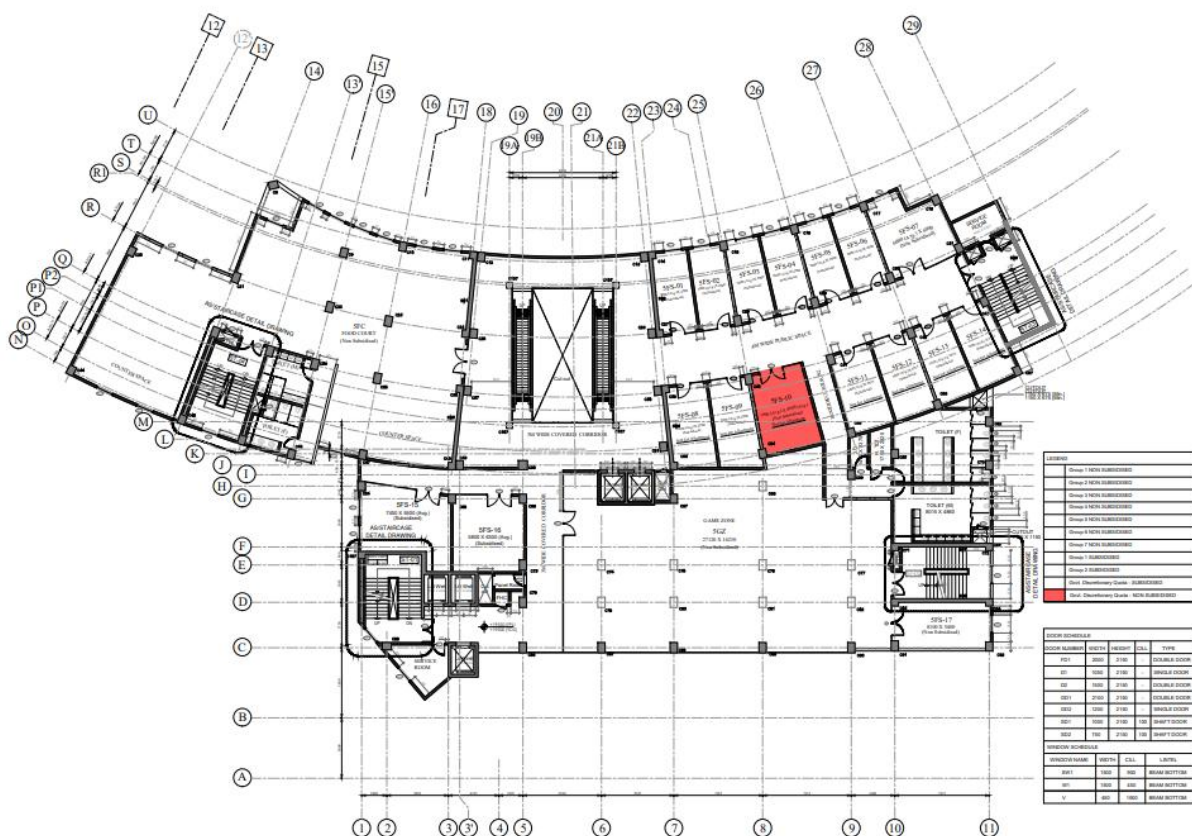
FOURTH FLOOR PLAN
Group 7 - Non Subsidised

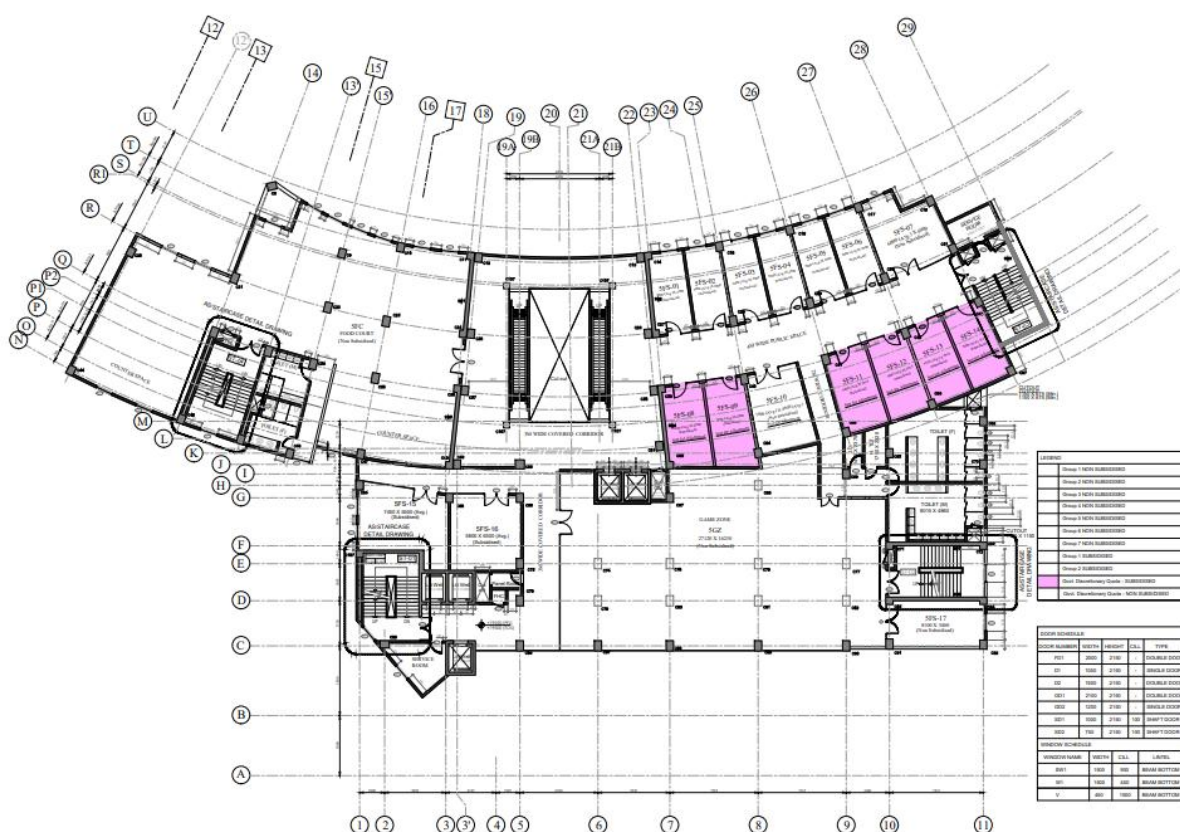




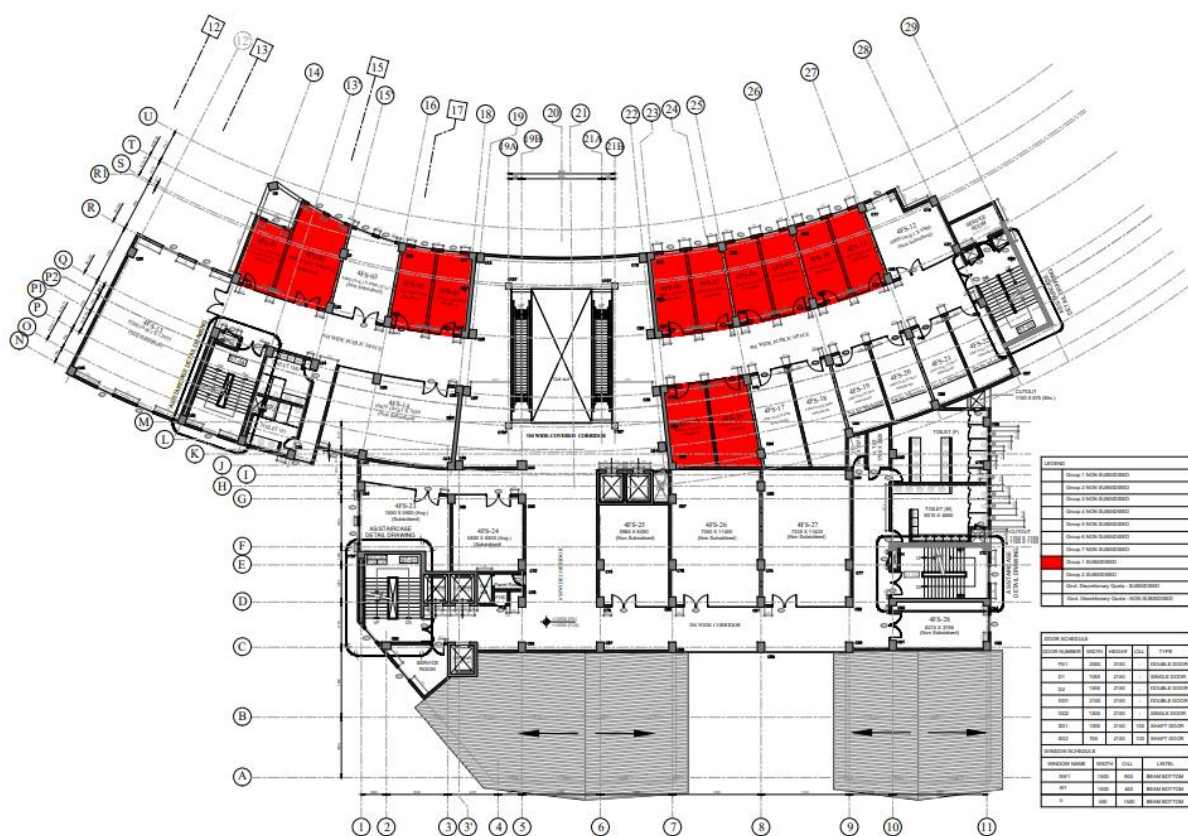
SECOND FLOOR PLAN
Govt. Discretionary Quota - Non Subsidised

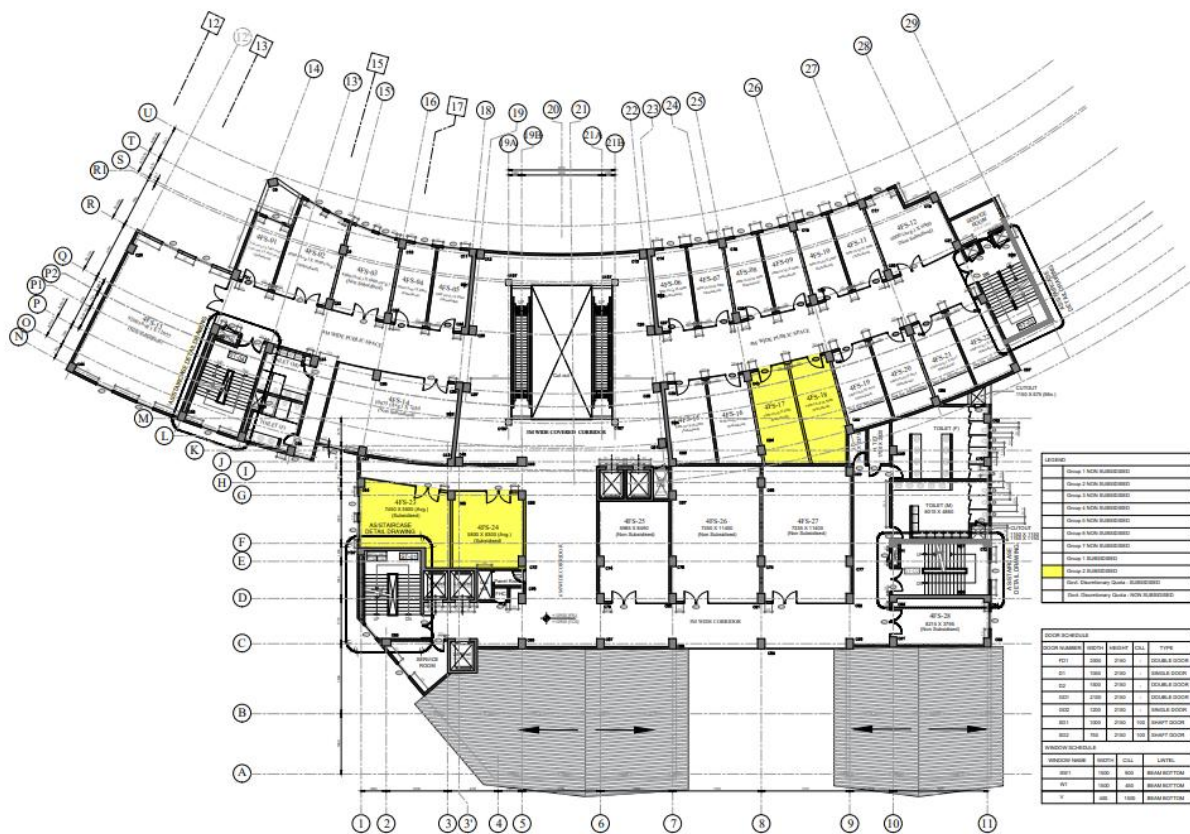




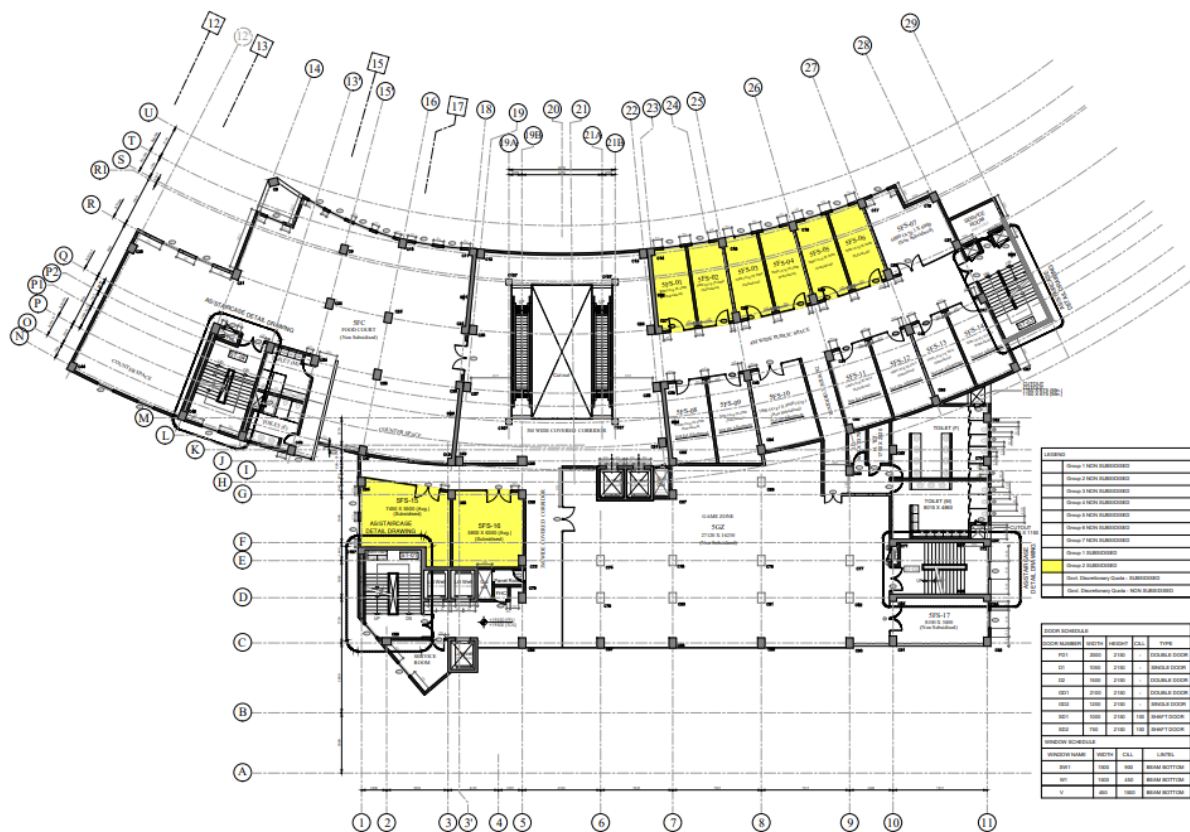


FIFTH FLOOR PLAN
Govt. Discretionary Quota - Subsidised





FOURTH FLOOR PLAN
Group 2 - Subsidised



FIFTH FLOOR PLAN
Group 2 - Subsidised

16.6. Annexure E: Sample License Agreement

This License Agreement ("Agreement") is executed on this ___ day of ___ 2025, at Shillong, Meghalaya:

BETWEEN

Shillong Smart City Limited (SSCL), a Government of Meghalaya undertaking, having its 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 No. ___, Floor ___ at Polo Commercial Complex, Shillong, measuring approximately ___ sq.ft. 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

- Licensee shall pay ₹___ per sq.ft/month (rounded as per IFB) = ₹___/month.
- Payment shall be made quarterly in advance, within the first 7 days of the quarter.
- CAM Charges, electricity, water, waste disposal, and any additional service or tax shall be borne by the Licensee.
- Failure to pay rent for three consecutive months shall attract termination and a penalty of ₹100/day from the date of default.

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

- Maintain the Premises in good, hygienic condition and ensure no encroachment or nuisance.
- Use the Premises only for commercial purposes (Shop/Office/Clinic etc. as applicable).
- No alteration of the premises shall be permitted.
- Sub-letting may be permitted only with the prior approval of SSCL.
- 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 may 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 No. ___, Floor ___, Polo Commercial Complex, Shillong – 793001, measuring approximately ___ sq.ft. 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:

16.7. Annexure F: Declaration Formats

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

1. **Declaration of Non-Allotment of Subsidized Shop (only applicable for subsidized shops):**

I hereby declare that I have not previously been allotted any subsidized shop under any scheme by the Government of Meghalaya.

Signature: _____

2. **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: _____



16.8. 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. ____)
- ☐ Cancelled Cheque / Bank Details (Pg. ____)
- ☐ Demand Draft for Bid Fee (Pg. ____)
- ☐ EMD (Pg. ____)
- ☐ 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

16.9. 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 Commercial Premise for use of Food Court at Polo Commercial Complex» (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: