



Indian Institute of Information Technology (IIIT) Vadodara

C/o, Block No. 09, Government Engineering College, Sector 28,
Gandhinagar, Gujarat. Contact No. 079- 23977 508
www.iiitvadodara.ac.in

EOI No. IIITV/ADMIN/EMPANL-HOSTEL/2018-19/06

Date: 09 January 2019

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Dear Bidder,

The Institute invites sealed **expression of interest (EOI)** for **empanelment of vendors to provide hostel accommodation for students for a period of one year extendable by two more years on yearly basis, located in and around Gandhinagar on annual rental basis (per student) .**

1. EOI No.	IIITV/ADMIN/EMPANELMENT-HOSTEL/2018-19/06
2. Type of EOI	Indigenous Open EOI (Two Bid System)
3. Description of Services	Empanelment to provide hostel accommodation
4. Earnest Money Deposit (EMD)	Rs.5,00,000/- (Rupees Five Lakh Only) in the form of Demand Draft in favour of Indian Institute of Information Technology Vadodara Payable at Gandhinagar, Gujarat.
5. Performance Bank Guarantee / Security Deposit	The selected party / parties have to submit Performance Bank Guarantee / Security Deposit @ 10% of the annual rental value in the form of : i. Bank Guarantee valid for 18 (Eighteen) months period from the date of signing of the agreement OR ii. Demand Draft in favour of Indian Institute of Information Technology Vadodara Payable at Gandhinagar, Gujarat.
6. Pre - Bid Meeting	18 January 2019 at 1500 Hrs at the IIIT Vadodara, Gandhinagar Campus.

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7. Last Date & Time for Seeking Clarification	25 January 2019 up to 1700 Hrs by an email to the Registrar < registrar@iiitvadodara.ac.in > OR an ink signed copy at the Institute.
8. Closing Date & Time of Bid Submission (Technical and Financial Bid)	04 February 2019 up to 1500 Hrs.
09. Technical Bid Opening Date & Time	04 February 2019 at 1530 Hrs.
10. Financial Bid Opening Date & Time	Bidder(s) would be informed by email / phone
11. Bid Validity	180 days from the due date of submission of bid
12. Correspondence Address	Registrar, Indian Institute of Information Technology (IIIT) Vadodara C/o Block No.09, Government Engineering College, Sector 28, Gandhinagar, Gujarat - 382 028

Table 1

1. Bidding Process :-

a) The EOI documents can be downloaded from the Institute's website (i.e. www.iiitvadodara.ac.in). All Corrigendum's / Amendments / Corrections, if any to this EOI will be published only on the Institute website and the bidder(s) is / are advised to keep visiting the Institute's website regularly for updates / changes.

b) The EOI document should be prepared in two bid format in prescribed as technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions and supporting documents. Financial bid should indicate only price.

i) Technical bid should contain the filled up application for pre-qualification prescribed as **Annexure- I** duly signed on each page by the authorised signatory of the bidder as a mark of acceptance of all conditions of the EOI documents.

ii) Financial bid should contain service providers / building owners / agencies name and **annual rental on per student basis inclusive of** all charges to be quoted by the bidder.

The financial bid shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The financial bid has to be submitted in the format as prescribed in EOI as financial bid **Annexure - II**.

Both the sealed envelopes of technical and financial bid are to be put in a single envelope duly sealed and superscribed as ' **Expression of Interest (EOI) for empanelment to provide hostel accommodation for IIIT Vadodara Students** '.



c) The bidders may seek detailed clarifications on technical and financial issues (if any) on the conditions of bidding document as per the schedule mentioned in Table 1.

d) The Institute expects the bidders to comply with the EOI specifications / conditions, which shall be frozen after due date. The bid not complying with the terms and conditions of the EOI document and offers indicating any exception / deviation shall be liable to be rejected.

e) The bid must be dropped in the Tender Box at the office of Registrar of IIIT Vadodara, Gandhinagar, Gujarat as per the timings mentioned in Table 1.

f) The bidder intending to send their offers by post may send the same under registered cover / courier or by hand delivery so as to reach the designated place well before closing date and time. However, the Institute accepts no responsibility for offers received after the due time and date. Also, all envelope should be marked in bold '**Expression of Interest (EOI) for empanelment to provide hostel accommodation for IIIT Vadodara Students**'.

g) The bidder is expected to examine all instructions, forms, terms & specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. The bid not complying with EOI conditions and not conforming to EOI specifications will result in the rejection of its bid without seeking any clarifications.

h) No separate information shall be given to the individual bidders.

i) The EOI documents duly signed & stamped as a mark of your acceptance will be submitted with the technical bid.

j) No bid will be entertained by E-mail / Fax.

k) Bid will not be considered without Earnest Money Deposit (EMD).

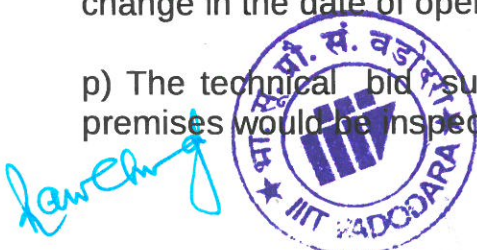
l) The EMD of the successful bidder will be returned to them without any interest after submission of performance bank guarantee / security deposit.

m) The bidder has to submit the performance bank guarantee (PBG) / security deposit (SD) within 15 (Fifteen) days from the date of Letter of Intent (LOI) / Agreement else the EMD amount will be forfeited.

n) The earnest money of unsuccessful bidder will be returned to them without any interest within 30 (Thirty) days after awarding the offer.

o) The technical bid will be opened as per the timing mentioned in the Table - I in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.

p) The technical bid submitted by the bidder would be examined and their premises would be inspected by the expert committee constituted by the Institute.



q) The financial bid will be opened only after the technical evaluation of bid and the financial bid of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the hostel.

The date of opening of financial bid will be intimated to only eligible and technically qualified (responsive) bidders. In the event of any change in the date of opening, the same will be intimated to all.

r) The Institute reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.

s) Incomplete / Conditional bid will be rejected without consideration.

t) The Institute reserves the rights to cancel the EOI without any reason thereof.

u) In the event of any dispute or difference(s) between the Institute and the bidder arising out of non compliance of EOI terms and conditions or any other cause whatsoever relating to the EOI shall be referred to the Director of the Institute, whose decision shall be final and binding on both the parties.

v) All disputes shall be subject to the Civil Court Jurisdiction of Gandhinagar, Gujarat Only.

w) Any form of canvassing / influencing will attract rejection of bid submitted by the bidder and the Institute reserves the right to take such penal action (e.g. blacklisting the bidder for the present and future etc.) as it deems fit.

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2. Pre - Qualification / Eligibility Criteria :-

- a) The total capacity to accommodate around 500 Boys and 100 Girls.
- b) In case single bidder with above requirement is not available, multiple hostels can be considered with minimum capacity of 100 students.
- c) Atleast 60 sq. ft floor space available per student in each room.
- d) The building should have adequate space for common offices for staff / wardens / official meetings.
- e) The building should have one spare room per wing of boys and girls.
- f) The hostel design should accommodate 02 / 03 students per room (desirable).
- g) The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment, neat and clean.
- h) Ample number of bathrooms and toilets in good condition and hygienic should be provided for residents.
- i) The room should be filled with 01 Bed, 01 Study Table, 01 Chair, 01 Almirah Per Student with sufficient light / LED light, and Fans.
- j) Electricity and potable water, drinking water must be available round the clock and necessary standby arrangements would be available.
- k). RO drinking water facilities at common places of building.
- l). All the sanitary and water supply installations connections must have been provided in the facility.
- m) Electrical installation and fittings like power plugs, switches, charging points etc must be provided.
- n) Each room of the building should have curtain rods.
- o) In emergency, power backup / generator facility should be available (desirable).
- p) The building should have adequate space for kitchen and dinning for residents. The bidder has to provide adequate dinning furniture. However, providing mess services is not a part of this EOI.
- q) The building should have suitable provision and adequate open space for students activities (desirable).
- r) The service provider / building owner must provide document of sanctioned electricity load.
- s) If the building / premise has more than three storey, elevator should be provided. The building should have all safety certification and power backup for power failure.
- t) Building offered must be free from all encumbrances, claims and legal disputes etc.
- u) Any other salient aspect of the building / related amenities which the party may like to mention.

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3. General Terms & Conditions :-

- a) The empanelment of building is for a period of one year and extendable by two more years on yearly basis. Escalation at 7.5% will be considered at the beginning of 03 (Third) year of empanelment.
- b) The empanelment can be done with one or more bidders as per the selection criteria and at the sole discretion of the Institute.
- c) Economic cost per student is one of the major criterias to be considered by the Institute.
- d) No commercial activity (unrelated with students) will be permitted in hostel premises. The premises may have cafeteria / night canteen, salon, stationery shop etc. for hostel residents.
- e) Other students are not permitted to stay in the building / floor / block offered to the institute's students.
- f) If 90% space of the offered building accommodate by the Institute's students then the remaining space is available exclusive for the Institute. The bidder is not permitted to let out the remaining space to others.
- g) Selected party shall be required to execute a lease agreement containing detailed terms & conditions with the Institute, in accordance with the provisions of the law applicable.
- h) All property tax, municipality tax, local taxes etc. shall be paid by the service provider.
- i) The Institute will not be liable to pay any charge for the normal wear and tear of fittings and fixtures installed in the building premises.
- j) The Institute reserves the right to check and inspect the hostel premises on regular basis by the authorized officials in presence of Institute official. In case of any deficiency or deviation in services as mentioned in the EOI documents / agreement may impose penalty on the service provider / building owner for those deficient services. The penalty amount will be decided by the Institute and the decision will be binding on the service provider / building owner.
- k) The agreement may be terminated by giving 06 (Six) month's notice by the either party to the agreement. However, during such notice period the buildings / accommodation along with all ongoing facilities shall remain in the possession of the Institute and building shall be vacated at the end of the academic semester i.e. 30 June & 31 December.

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l) The seat rent should include the following services:

- i. Security Services
- ii. Housekeeping Services (Common Area & Room Cleaning)
- iii. Maintenance Services
- iv. Common Area Electricity Charges
- v. Per Student Electricity Consumption Charges up to 35* Units Per Month.
- vi. Water Charges
- vii. Basic Internet facilities
- viii. Any Govt. Taxes to be paid in relation to the offered premises and annual rental

*** Additional units of electricity consumption charges of room to be borne by the boarder based on individual room's separate electricity meter.**

m) The number of security, housekeeping, and maintenance staff to be deployed and their working methodology is to be work out with due consultation of the Institute during the pre-bid meeting and the details of all employees to be deployed shall be provided to the Institute.

n) Payment towards the annual rental of the premises will be made by the boarder on six month advance basis to the empanelled service provider directly through NEFT / RTGS.

o) The Institute is not responsible if the student decides not to resides in the building, if he /she is not satisfied with the services of the service provider.

p). In case of any problem / discipline issues raised between the students of the Institute and the employees of the bidder then it will be dealt by the Institute. The basic discipline and business rules for students will be shared with successful bidder(s).



4. No Relation Certificate with the Institute's Employees:

I / We

S/o

R/o

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hereby declare that none of my /our relative is / are employed in the Institute as per details given in EOI document. In case, at any stage, if it is found that the information given by me / us is false / incorrect, the Institute shall have absolute right to take any action as deemed fit without any prior intimation to me / us.

(Signature of the authorized Signatory)

Name of signatory:

Date:

Place:

5. Bidder's Bank Details:

a) Name of the Bank	
b) Name of the Branch	
c) Branch Code	
d) NEFT / RTGS (IFSC Code)	
e) Type of Account	
f) Account No.	

Please attach cancelled cheque.



Application Form**EMPANELMENT of Building for Hostel Accommodation**
(Attach extra sheet, if required)

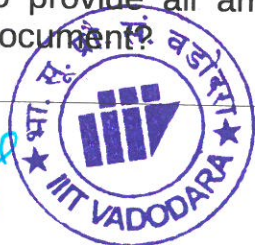
Sr. No.	Requisite Information	Party's Response
1	Name of the Service Provider(s) / Building owner(s) / Agencies	
2	Full Postal Address of the Service Provider(s) / Building owner(s) / Agencies	
	Telephone / Mobile No.	
	E mail ID	
3	PAN No. details	
4	Legal Status of holding: 1. Building Proprietorship 2. Building Partnership 3. Building on Lease 4. Other, specify. (Attach the documentary proof)	
5	Detail Location & Address of Building offered to be Hostel Premises. Please give GPS Coordinate.	
6	Total area offered for rent: 1. Total Carpet Area (in Sq. ft) 2. Total covered area (in Sq. ft) 3. Total Plinth Area (in Sq. ft)	
7	Distance of offered Hostel Premises from the Institute's Sector 28, GEC Campus .	
8	Road width (In Feet) / Landmark where the accommodation is situated.	

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9	If Building is as Hostel, attached valid license.	
10	Have Lift provision in offered Building?	
11	Separate building for Boys and Girls?	
12	Dinning Area (In Sq. meter)?	
13	Furniture?	
14	Room Size: 02 Seater 03 Seater	
15	Facility for Boys (Exclusive)?	
16	Facility for Girls (Exclusive)?	
17	Common facilities for Boys and Girls?	
18	Airconditioning?	
19	No. of AC Seats?	
20	Have Valid Electric Power in offered Building?	
21	Are there any items or special services charges intended to be provided for payment of additional charges (besides the rent)? If so, please indicate each such service / intended to be provided with details of such charges separately.	
22	Attach the Following documents: 1. Ownership Documents 2. Building approved Drawings 3. Structure Certificate 4. Fire Safety clearance Certificate 5. No. of Fire Extinguishers installed 6. Sanctioned Load from respective Authorities	
23	Agreed to provide all amenities as per EOI document?	

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24	Agreed to sign agreement for a period of one year which may be extended for further period in block of one year.	
25	Agreed to deposit performance bank guarantee / security deposit as specified?	
26	Whether agrees to abide by the terms and conditions of the EOI document? In the event of award of the contract ?	
27	Payment terms agreed as specified in EOI documents.	

This is to certify that all the information stated above is true and correct to the best of my / our knowledge. I / We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application / contract and that the Institute reserves its rights to take such action as it may deem fit in such an eventuality.

(Signature of the authorized Signatory)

Name of signatory:

Date:

Place:



Financial Bid

**EOI No. IIITV/ADMIN/EMPANELMENT-HOSTEL/2018-19/06 Dated
(Empanelment of Building for Hostel Accommodation)**

Sr. No.	Description of Charges	Amount (Rs)
1	Annual Rental Charges Per Student (Inclusive of charges as mentioned in Clause 03 of General Terms & Conditions)	In Figures Rs..... In Words Rs.....

Note: Students of eight semester do not stay in hostel. If, they resides, the service provider can charge the same amount as he charged to other residents. The strength of students of eight semester can be taken by the bidders during pre - bid meeting stage.

(Signature of the authorized Signatory)

Name of signatory:

Date:

Place:

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