



Indian Institute of Information Technology Vadodara

Block No. 09, C/o Government Engineering College Campus,
Sector 28, Gandhinagar - 382 028, Gujarat.
Contact No.: 079 - 23977 508 | Webpage : www.iiitvadodara.ac.in

No.: IIITV/PUR/EMPNL-HOSTEL/21-22/01

09 April 2021

EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS TO PROVIDE STUDENT HOSTEL ACCOMMODATION

Dear Bidder,

The Institute intends to empanel vendors to provide student hostel accommodation located in and around Gandhinagar on rental basis (rent per student) for a period of three years, which can be extended by two more years on yearly basis subjected to satisfactory performance at the same terms and conditions.

1.	Earnest Money Deposit (Bid Security)	Rs. 5,00,000.00 (Rupees Five Lakh Only) in the form of demand draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
2.	Security Deposit	The selected vendor has to submit security deposit as per the following: (a) 100 to 200 student capacity - Rs. 5,00,000.00 (Rupees Five Lakh Only) (b) For each additional 100 student capacity- Rs. 2,50,000.00 (Rupees Two Lakh and Fifty Thousand) to be added to the amount. The security deposit amount is to be submitted in the form of bank guarantee. Please refer to Annexure – III of the tender enquiry document for proforma of bank guarantee.
3.	Pre-Bid Meeting	19 April 2021 at 1500 hrs. at the Institute's Sector 28, Gandhinagar.
4.	Last Date & Time for seeking clarification	26 April 2021 up to 1700 hrs. by an email on < registrar@iiitvadodara.ac.in > OR an ink signed copy at the Institute.
5.	Closing Date & Time of EOI Submission	03 May 2021 up to 1500 hrs.
6.	Technical Bid Opening Date & Time	03 May 2021 at 1530 hrs.
7.	Financial Bid Opening Date & Time	Bidder would be informed by email/phone.
8.	EOI Validity	120 days from the due date of submission of EOI document.
9.	Correspondence Address	Office of The Registrar, Indian Institute of Information Technology Vadodara Block No. 09, C/o Government Engineering College Campus, Sector 28, Gandhinagar – 382 028, Gujarat.

Table 1

1. **Bidding Process:**

(a) The bidder should download the EOI document from the Institute's website at www.iiitvadodara.ac.in. and should ensure to submit duly endorsed EOI document. The corrigendum/amendment/correction, if any to this EOI will be published only on the Institute's website.

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

(c) The technical bid should contain the filled up application for pre-qualification as prescribed in 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 document.

(d) The financial bid should contain service provider/building owner/agency name and rent (per student) basis inclusive of all charges.

(e) 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.

(f) The sealed envelopes of technical and financial bid are to be put in a single envelope duly sealed and superscribed as EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS TO PROVIDE STUDENT HOSTEL ACCOMMODATION.

(g) The bidder 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.

(h) The bid completed in all respect must be dropped in the Office of The Registrar, Indian Institute of Information Technology Vadodara, Block 09, C/o Government Engineering College Campus, Sector 28, Gandhinagar - 382028, Gujarat by due date and time as indicated in Table - 1. The bid received after the scheduled date and time will be rejected. The Institute will not be responsible for any transit delay. Fax and email quotation will not be accepted.

(j) 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.

(k) No separate information shall be given to the individual bidder.

(l) The bid will not be considered without earnest money deposit amount.

(m) The EMD of the successful bidder will be returned to them without any interest after submission of security deposit.

(n) The bidder has to submit the security deposit within 15 days from the date of Letter of Intent (LOI)/Agreement else the EMD amount will be forfeited. The security deposit will be returned without any interest after completion of contract/agreement period.



- (o) The earnest money deposit amount of unsuccessful bidder will be returned to them without any interest within 30 days after awarding the offer.
- (p) The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the earnest money deposit amount will be forfeited.
- (q) The technical bid will be opened as per the timing mentioned in the Table - I in presence of the bidders' representative who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.
- (r) The technical bid submitted by the bidder would be examined and their premises would be inspected by the expert committee constituted by the Institute.
- (s) 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 student hostel.
- (t) 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.
- (u) In the event of any dispute or difference 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) All correspondence has to be in English language including affidavit, undertaking etc.
- (x) 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.



2. Pre - Qualification Criteria:

- (a) The total institute requirement is to accommodate around **760 boys and 80 girls**.
- (b) In case bidder is unable to provide above requirement, they may quote for minimum of **80 students capacity for girls or 100 students capacity for boys**.
- (c) At least 60 sq. ft floor space per student is desirable.
- (d) The infrastructure should have adequate space for common offices for staff/wardens and official meetings.
- (e) The infrastructure should have one spare room separately for up to 150 seats (boys) and 80 seats (girls) or part there of.
- (f) The hostel design should accommodate between 1 to 4 student per room subjected to space requirement, furniture layout.
- (g) The accommodation should have neat and clean, hygienic, well ventilated rooms.
- (h) Ample number of clean and hygienic quality bathrooms and toilets in good condition should be provided for residents. **(Minimum 1 WC and Bath for 6 Students)**
- (j) The occupants should be provided with 01 Bed, 01 Study Table, 01 Chair, 01 Almirah with sufficient light (LED light), and Fans in their rooms.
- (k) Electricity and potable water, drinking water must be available round the clock and necessary standby arrangements would be available.
- (l) Adequate RO drinking water facilities at common places of infrastructure should be provided.
- (m) The necessary sanitary and water supply installation connections must have been provided in the facility.
- (n) The electrical installation and fittings like power plugs, switches, charging points etc. must be provided. **(2 charging points per resident)**
- (o) The room (each) of the building should have curtain for all windows.
- (p) The building should have power backup/generator facility for services and common areas. (desirable)
- (q) The building should have adequate space for kitchen and dinning for residents. The bidder has to provide adequate dinning furniture. However, providing mess service is not a part of this EOI.
- (r) The building should have suitable provision and adequate open space for students activities.
- (s) If the building/premise has more than three storey, elevator should be provided. The building should have all safety certification and essential service power backup for power failure (desirable).
- (t) The building offered must be free from all encumbrances, claims and legal disputes.
- (u) Any other salient aspect/features of the building/related amenities which the bidder may like to mention.



3. General Terms & Conditions:

- (a) The empanelment of building is for a period of three year which can be extended for two more year on yearly basis with escalation of 5% each year (non-cumulative).
- (b) The empanelment can be done with one or more bidders as per the selection criteria looking of requirement and suitability and at the sole discretion of the Institute.
- (c) The bidder may quote for multiple properties in one bid. The bidder has to pay the EMD amount as mentioned in the Table 1 above towards the consolidated bid. However, it will be the sole decision of the Institute to either consider full or part proposal of the property. The bidder can quote differently for different properties as a single quotation. The Institute may consider taking full or part of a property as per the requirement. The Institute reserves the right to alter the quantity of requirement before finalisation of the contract.
- (d) The bidder has to submit notarized undertaking on stamp paper of minimum Rs. 300.00 from the property owner/attorney holder stating that they are the sole authorised bidder to participate in the Institute's EOI enquiry for empanelment to provide hostel accommodation for the stated property.
- (e) Economic cost per student is one of the major criterias to be considered by the Institute while finalizing hostel.
- (f) 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. In case of multi storey building, the commercial activities in terms of occupied floor, staircase, entry and exit may be allowed but the hostel premises must be isolated from commercial activities.
- (g) Other students are not permitted to stay in the building/floor/block offered to the Institute's students.
- (h) If 90% space of the offered building accommodates IIIT Vadodara students then the remaining space should be available exclusive for the Institute. The bidder is not permitted to let out the remaining space to any other agency.
- (j) The selected party shall be required to execute a lease agreement on stamp paper of minimum Rs. 300.00 with notarization containing detailed terms & conditions with the Institute, in accordance with the provisions of the law applicable.
- (k) The bidder has to take fire and safety clearance of building from appropriate authority before execution of an agreement.
- (l) All taxes including property tax, municipality tax, local taxes etc. shall be paid by the service provider.
- (m) 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.
- (n) 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, the Institute may impose penalty on the bidder for deficient services. The penalty amount will be decided by the Institute and the decision will be binding on the service provider/building owner.
- (o) The agreement may be terminated by giving 06 months 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.



- (p) The seat rent (per student) should include the following services:
- i. Housekeeping Service (Common Area & Room Cleaning):
 - (aa) Attached toilet - once a day (timings to decide jointly)
 - (ab) Common toilet - twice a day (timings to decide jointly)
 - (ac) Corridor area - once a day (timings to decide jointly)
 - (ad) Passage area - once in two days (timings to decide jointly)
 - (ae) Open area (gardens, parking etc.) - once in a week (timings to decide jointly)
 - (af) Dustbin pick up - once a day (timings to decide jointly)
 - ii. Security Service: Professional (Trained) Security Guards (Male & Female) and Security Supervisor (24 x 7)
 - iii. Maintenance Service: Electrician & Plumber for Day & Night
 - iv. Septic Tank (Sewage) Cleanning: Periodic cleanning carried out at regular intervals
 - v. Common area electricity charges must be incorporated in seat rent (per student)
 - vi. Per Student Electricity Consumption Charges up to 35* Units per month to be included in quote.
 - vii. Water Charges must be included in seat rent.
 - viii. Area should have internet connection through cellular network.
 - ix. Inclusive of any existing statutory taxes (GST etc.) to be paid in relation to the offered premises and rent.

Note:

1. The Institute may impose suitable penalty in case of deficiency in the cited services.
2. *The charges for additional units of electricity consumption of room/apartment to be borne by the boarder based on separate electricity meter.
3. No payment will be made by the Institute to the service provider on account of maintenance.

(q) 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.

(r) The payment towards the rent of the premises will be made by the boarder (student only) on 03 to 06 months advance basis to the empanelled service provider directly through NEFT.

(s) No deposit would be admissible to be taken from the students. In case of any damage, the service provider/agency should inform the Institute within three working days for a joint inspection.

(t) The students strength of current final year (admission batch 2018-19) is 164 students. In eight semester of final year 5 to 10% students stay in hostel. Other students go outside Gandhinagar for Project work.

(u) 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.

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(v) 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.

(w) The service provider will provide the contact details (phone, email, address) of nodal officer. The Institute will contact this nodal officer for day to day hostel functionality.

(x) The bidder is required to submit an NOC to the Institute from individual unit owner in case of residential property not owned by bidder/partner.

4. Special Terms & Conditions (Covid – 19 Pandemic):

(a) During Covid – 19 pandemic, guidelines of Ministry of Health and Family Welfare, Govt. of India and Govt. of Gujarat will be followed in terms of restricted occupancy of rooms and for which no additional charges would be levied.

(b) In case rooms are not occupied due to Covid – 19 Pandemic during a calender month, 50% of seat rent on 75% of agreed seat capacity of the premises will be paid by the Institute. This amount would be inclusive of all taxes and payment will be made after deduction of applicable taxes at the end of semester.



Annexure - I

Empanelment of Building for Student 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: (a) Building Proprietorship (b) Building Partnership (c) Building on Lease (d) 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: (a) Total Carpet Area (in Sq. ft) (b) Total covered area (in Sq. ft) (c) Total Plinth Area (in Sq. ft)	
7	Distance of offered Hostel Premises from the Institute's Sector 28, GEC Campus, Gandhinagar.	
8	Road width (In Feet) / Landmark where the accommodation is situated.	
9	If Building is as Hostel, attached valid license.	
10	Have Lift provision is in offered Building?	
11	Separate building for Boys and Girls?	
12	Dinning Area (In Sq. Meter)?	

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13	Furniture?	
14	Room Size:	
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	Are there any items or special services intended to be provided on payment of additional charges (besides the rent)? If so, please indicate each such service with details of such charges separately.	
21	Attach the following documents: (a) Ownership Documents (b) Building approved Drawings (c) Fire Safety clearance Certificate (d) No. of Fire Extinguishers installed	
22	Agreed to provide all amenities as per EOI document?	
23	Agreed to sign agreement as per the terms and conditions of EOI?	
24	Agreed to deposit security deposit as specified?	
25	Whether agrees to abide by the terms and conditions of the EOI document? In the event of award of the contract ?	
26	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.

Date & Place:

Ramchandra



(Signature of the authorized Signatory)
Name of signatory:

Annexure – II

Financial Bid

(One form for each property being quoted)

Name of property: _____

Sr. No.	Particulars	Annual Rental Charges Per Student in Rs. (Inclusive of charges as mentioned in the clause 3(p) General Terms & Conditions)		
		Room Type - I	Room Type - II	Room Type – III
1	Address of property			
2	Room details			
3	Subscription charges for 1 st , 2 nd , and 3 rd year students (Full year – Admission Calender)			
4	Subscription charges for 4 th year students (Six months)			

Note:

1. This Expression of Interest (EOI) is for an empanelment and not a lowest (L1) tender. The empanelment can be done with one or more bidders as per the selection criteria and at the sole discretion of the Institute.
2. The fourth year students who stay for full year will pay differential amount of full year and six months subscription during winter semester.

(Signature of the authorized Signatory)

Name of signatory:

Date & Place:

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Annexure – III

PROFORMA OF BANK GUARANTEE

(TO BE TYPED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF MINIMUM RUPEES OF THREE HUNDRED)

TO BE ESTABLISHED THROUGH ANY OF THE BANKS (PUBLIC/PRIVATE) WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR.

BANK GUARANTEE ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

The Registrar

Indian Institute of Information Technology Vadodara

**Block 09, C/o Government Engineering College Campus,
Sector - 28, Gandhinagar – 382028, Gujarat.**

LETTER OF GUARANTEE

WHEREAS Indian Institute of Information Technology Vadodara, Gandhinagar Campus has invited Expression of Interest (EOI) vide EOI No. _____

_____ dated _____ for _____

AND WHEREAS the said EOI document requires the service provider/firm whose tender is accepted in response thereto shall establish an irrevocable performance guarantee/security deposit in favor of 'Indian Institute of Information Technology Vadodara' in the form of bank Guarantee for Rs. _____ Amt. in Words _____.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said service provider/ firm failing to abide by any of the conditions referred to in the said EOI documents. This bank shall pay to Indian Institute of Information Technology Vadodara on demand and without protest or demur Rs. _____ Amt. In Words _____.

This Bank further agrees that the decision of Indian Institute of Information Technology Vadodara as to whether the said service provider/firm has committed a breach of any of the conditions referred in the said tender documents shall be final and binding.

We, _____

(name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the bank, the agency/firm or for any other reason whatsoever.



Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed Rs. _____
Amt. In Words _____

2. This bank guarantee shall be valid up to _____ (Date)
(42 months of period from the date of letter of intent (LOI)/signing of agreement)

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Indian Institute of Information Technology Vadodara serve upon us a written claim or demand on or before _____ (Date).

This bank further agrees that the claims if any, against this bank guarantee shall be enforceable at our branch office at _____ situated at _____ (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of the bank with complete postal address:

Date & Place:

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Annexure - IV

NEFT Mandate Form (Attach Cancelled Cheque Copy):

Name of the Tenderer / Organization	
Permanent Account No (PAN)	
Name of the Bank	
Name of the Branch	
Branch Code	
NEFT / RTGS (IFSC Code)	
Type of Account	
Account No.	

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