

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)
FOR HIRING OF SERVICES/BUILDING FOR HOSTEL ACCOMMODATION & MESS FACILITIES
FOR 120-240 STUDENTS AT IIT DELHI TECHNO PARK, SONEPAT**

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT
AT IIT DELHI TECHNO PARK SONEPAT CAMPUS

Tender Notice No.: IIITSNP/EOI/2020/01

Dated: 04 -09-2020

HIRING OF BUILDING FOR HOSTEL ACCOMMODATION & MESS FACILITIES

Indian Institute of Information Technology, SONEPAT invites Expression of Interest (EOI) for hiring of Services/ building for hostel accommodation with running mess for 120-240 students located in and around IIT Delhi Techno Park, Rajiv Gandhi Education City, Sonapat within 15-20 KM radius on Monthly Rental Basis. The cost of running vegetarian mess should be quoted separately.

Eligible and competent Service Providers/ Building owners/Agencies are requested to submit their offer in prescribed application form under two bid systems. The application form along with other EOI details and document can be downloaded from the IIIT Sonapat website www.iiitsonapat.ac.in OR can be obtained from the office of the Director, IIIT Sonapat, MBA Deptt. building, NIT Kurukshetra – 136119 in person on any working day.

EOI form duly filled in and complete in all respects should reach the office of the Director, IIIT Sonapat, MBA Deptt. building, NIT Kurukshetra – 136119 by 5.00 PM on 21-09-2020.

Director, IIIT Sonapat

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SONEPAT
Tender Notice No.: IIITSNP/EOI/2020/01

OPEN TENDER NOTICE (Expression of Interest (EOI))
HIRING OF BUILDING FOR HOSTEL ACCOMMODATION & MESS FACILITIES

Indian Institute of Information Technology, Sonapat invites Expression of Interest (EOI) for hiring of a Services /building for hostel accommodation with running mess for 120-240 students located in and around IIT Delhi Techno Park at Sonapat campus within 15-20 KM radius on Monthly Rental Basis. The cost of running vegetarian mess should be quoted separately.

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EOI form duly filled in and complete in all respects should reach the office of the Director, IIT Sonapat MBA Deptt. building, NIT Kurukshetra – 136119 by 5.00 pm on **21-09-2020**.

Director
IIT Sonapat

Copy To:

1. Institute web site
2. NIT institute notice board

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SONEPAT

Tender Notice No.: IIITSNP/EOI/2020/01

HIRING OF BUILDING FOR HOSTEL ACCOMMODATION & MESS FACILITIES

IMPORTANT INFORMATION & SCHEDULE

Name of Organization	Indian Institute of Information Technology, Sonapat
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/ works)	Service
Type/Form of Contract Auction / Service/ Buy/Empanelment/ Sell)	HIRING OF BUILDING FOR HOSTEL ACCOMMODATION & MESS FACILITIES
Date of publication of Notice for Expression of Interest	04.09.2020
Last date and time for Bid submission	21.09.2020
No. of Covers (Two Bid System)	02 a) Technical Bid b) Financial Bid
Tender (EOI) Fee	Rs. NIL
Place of Submission of EOI	Director, IIIT Sonapat Address: MBA Deptt. Building NIT Kurukshetra - 136119
Bid Validity days	180 days (From date of opening of tender)
Address for Communication	IIIT Sonapat Cell Address: MBA Department. Building, NIT Campus, NIT Kurukshetra - 136119
Helpline No.	01744-233189 07496966902
E-mail Address	sonepatiiit@gmail.com

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SONEPAT

Tender Notice No.: IIITSNP/EOI/2020/01

HIRING OF BUILDING FOR HOSTEL ACCOMMODATION & MESS FACILITIES

ESSENTIAL FEATURES OF REQUIRED ACCOMMODATION

1. The capacity of Building should accommodate around *upto 240 students*.
2. The distance between IIT Delhi Techno Park at Sonapat Campus and the hired building should be within *15-20 km*.
3. The hostel building is required to accommodate 2 or 3 students per room.
4. The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment and should be neat and clean.
5. Sufficient number of bathrooms and toilets in good and hygienically clean conditions for the required number of students on Twin/Triple sharing.
6. The size of room should be adequate and should be fitted with sufficient tube light/LED light, fans and wardrobes.
7. Electricity and Potable Water for drinking, bathing and cooking, must be available round the clock.
8. All the sanitary and water supply installation connections must have been provided in the facility.
9. Electrical installation and fittings like power plugs, switches, charging points etc must be in place.
10. In the event of power failure, power backup / generator facility should be available.
11. The building should have suitable provision and adequate space for running Mess for students.
12. The electricity & water supply service shall be provided by the owner at his own cost & expenses. However, running and consumption charges shall be borne by the occupants.
13. The Service provider/ Building owner must provide a document proof of sanctioned electricity load.

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SONEPAT

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HIRING OF BUILDING FOR HOSTEL ACCOMMODATION & MESS FACILITIES

TERMS & CONDITIONS

1. Indian Institute of Information Technology, Sonapat is desirous of hiring suitable Buildings / accommodation for Hostel for required No. of Students (**120- 240 No. of Students**) located in and around IIT Delhi Techno Park at Sonapat campus within **15-20 km** radius on entirely temporary basis initially for a period of One year on monthly rent basis. The hostel building is required to accommodate 2-3 students per room.
2. No commercial activity other than the Hostel will be carried out on the leased premises.
3. Regular Potable water and electricity should be available and necessary standby arrangements should be provided for water & electricity.
4. Selected party shall be required to execute a Service /lease agreement containing detailed terms & conditions with **IIIT Sonapat**, in accordance with the provisions of the law applicable.
5. The Agreement shall be signed for a period of **ONE year** initially which may be extended for further **03 years** on mutually agreed terms and conditions and on the satisfactory report of the students.
6. Building offered must be free from all encumbrances, claims and legal disputes etc.
7. The electricity and water supply lines / connection shall be provided by the owner at his own cost and expenses.
8. Building should preferably be a three-storey building including ground floor. If the building is of more than 3 storeys then a lift in working condition with all the safety features and with a valid Safety Certificate must be available
9. The IIIT Sonapat reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of Competent Authority will be final and binding and the Party shall not be entitled to any compensation whatsoever for non-issue of work.
10. The decision of the IIIT Sonapat will be final in case of any dispute arising in the implementation of the terms of the contract.
11. Service Maintenance charges if any should be mentioned. IIIT Sonapat will not pay any Holding Tax or dues for the hired building.
12. The building should have been properly constructed as per the approved safety plans. Certificates to this effect i.e. Clearance Safety certificate from the Fire Department & Structural Safety Certificate from the Building Safety Department shall be furnished by the Party.

13. All property tax, all municipality tax, local taxes will be included in the rent. The Party is required to furnish details of such taxes and liabilities viz. Property tax, all Municipal Taxes and other Local Taxes being levied and paid in respect of the accommodation offered.
14. Proper Fire safety arrangements of the building are mandatory.
15. Any other salient aspect of the building which the Party may like to mention.
16. The agreement for hiring of Services/ buildings/ accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
17. SECURITY: The selected Party has to submit Performance Security @ 10% of the Annual rental value in the form of a Bank Guarantee, valid for six months after the expiry of the Lease Agreement period.
18. PAYMANT: IIIT Sonapat will only be liable to pay fixed monthly charges.
19. If building capacity at any stage is found to be not suitable for accommodation of 120-240 students, then the rent will be paid only for strength of actual number of students occupying the building and payment will be made on pro- rata basis based on rent mentioned above.
20. IIIT Sonapat will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises.
21. PENALTY CLAUSE: The IIIT Sonapat reserves the right to check and inspect the Hostel premises on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the EOI/Agreement, it may impose a penalty on the service provider / building owner for those deficient services. The penalty will be decided by the expert committee of the IIIT Sonapat and the decision will be binding on the service provider/ building owner.
22. Consumption or sale of alcoholic/Tobacco products is banned in the Hostel Premises.
23. Tendering authority is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
24. The room should have sufficient number of attached/common lavatory and bathroom with sufficient space having proper ventilation and windows. The rooms should be well furnished with bed(s), table(s), chair(s) and almirah(s) for each person separately. Pillow and Pillow Cover, Blanket, Shower, Sink, Toilet, light and ceiling fans etc.
25. Facilities in General to be provided in hostel viz. 24 hours water & Electricity. Water cooler to be provided along with RO facility. Every floor will be equipped with CCTV camera. Caretaker to be present 24 hours. First Aid box to be provided in the hostel. Doctor to be made available in emergency condition. Housekeeping personnel to be made available on daily basis. 24 hours Electricity and Generator to be provided in emergency time. Full time Security guards to be provided 24 hours in the hostel.
26. Any discrepancy regarding water, electricity and other to be resolved in 24 hours in any condition.

27. Two set of Hindi and English daily newspaper to be provided in hostel. Common washing machine to be made available for cleaning the clothes of students. Television along with Dish TV connection to be provided for entertainment of student.
28. Every day housekeeping and cleaning to be made properly in each room and Toilets compulsorily & record to be maintained. IIT SONEPAT will not bear any charges for the same.
29. If any Contractors hostel premises distance is far from Institute, they have to make proper vehicle arrangement by their own.
30. Every day hygiene meal to be provided with different and seasonal vegetables. Morning breakfast, Lunch, Dinner& Tea to be provided two times every day. Every Sunday special lunch to be provided.
31. If the hostel room/ fooding facility is not fully utilized in a particular period month than the rent and fooding charges will be paid on pro-rata basis.
32. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the committee. The committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
33. The Food should be cooked in the kitchen of the hostel and outside cooked food is not allowed.
34. The food shall be cooked, stored and served under hygienic conditions. The Contractor shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the canteen premises as soon as possible and latest within 5 hrs of its preparation.
35. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
36. The contractor shall ensure that only hot food is served to the students. Complaint, if any, in this regard shall be dealt severely with reasonable penalty.
37. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises.
38. No child labour should be engaged in Canteen.
39. The offers of the contractor who do not fulfil the requisite criteria and who do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
40. **TERMINATION:** The Agreement may be terminated by giving three months' notice by either of the parties to the Agreement. However, during such notice period the buildings/accommodation along with all ongoing facilities shall remain in the possession of IIT Sonapat.

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HIRING OF BUILDING FOR HOSTEL ACCOMMODATION & MESS FACILITIES

PREPARATION & SUBMISSION OF PROPOSALS

1. The Applicants/Tenders are advised to go through the tender documents and understand the requirement and terms and conditions specified therein before submitting the tender.
2. Indian Institute of Information Technology, Sonapat invites Expression of Interest (EOI) under two bid systems for hiring of building for hostel accommodation for 120-240 students located in and around IIT Delhi Techno Park at Sonapat campus within **15-20 km** radius on Monthly Rental Basis.
3. Eligible and competent Service Providers, building owners/Agencies are requested to submit their offer in prescribed application form under two bid systems in the standard formats prescribed in the Tender documents, displayed as Annexure: 1 **TECHNICAL BID** & Annexure :2 **FINANCIAL BID**.
4. The tender documents can be downloaded from the IIIT Sonapat website www.iiitsonapat.ac.in OR can be obtained from the office of the Director, IIIT Sonapat addressed at MBA Department Building, NIT Kurukshetra – 136119 in person on any working day after publication of this notice.
5. All the requisite information should be filled up in prescribed form and the filled up application form, relevant information and required document should be clearly readable and all the pages of the document should be signed by authorized signatory.
6. **PREPARATION OF BIDS:** The offer/bid should be prepared in two bid systems (i.e.) in prescribed 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. 'Financial' bid should indicate only price.

Technical Bid: Technical Bid should contain the following:

- I. Technical Bid: Technical Bid should contain the company Profile on printed letter head of the Bidder's firm in prescribed TENDER FORM as TECHNICAL BID FOR PRE-QUALIFICATION in Annexure-1 along with all other required information /documents etc.

Technical Bid shall contain papers regarding:

- a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as Annexure-1 duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the EOI.
- b. Ownership document of the building or Agreement Copy if the premise is on lease.

- c. Fire safety certificate from fire safety department.
 - d. Structural safety certificate from competent authority.
 - e. Document for sanctioned Electricity load.
 - f. Income Tax /PAN Registration Certificates
 - g. All other requisite documents in support of Bid
- II. Financial Bid: Financial bid should contain Providers/ Building owners/Agencies name and monthly Rental including all charges to be quoted by bidder. The Financial proposal 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 TENDER FORM as FINANCIAL BID Annexure-2.
- III. These envelopes should be securely sealed separately and clearly marked as “Envelope 1, Annexure-1, Technical Bid” and “Envelope 2, Annexure–2, Financial Bid”, respectively.
- IV. The envelopes containing the Technical bid, financial bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and “**BID FOR HIRING OF SERVICES/BUILDING FOR HOSTEL ACCOMMODATION FOR IIIT SONEPAT**”. It will also mention the name of the Providers/ Building owners/Agencies with address.
7. The IIIT Sonepat shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This may be reason for rejection of the bid. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non- responsive.
8. EOI duly filled in documents, complete in all respects should reach the office of the Director, IIIT Sonepat addressed to MBA Department Building, NIT Kurkushetra-136119. Last date for submission of Tender (EOI) is **21-09-2020** Up to 5.00 P.M.
9. Technical bids submitted by the bidders would be examined and their premises would be inspected by the expert committee constituted by the IIIT Sonepat.
10. The financial bids of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the hostel.

ANNEXURE-1

**Tender Notice No.: IIITSNP/EOI/2020/01
APPLICATION FORM**

HIRING OF BUILDING FOR HOSTEL ACCOMMODATION FOR IIIT SONEPAT

Sl. No.	Requisite Information	Firms Response
1.	Name of The Service Provider(s)/ Building owner(s)/Agencies
2.	Full 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.	Details of Location & Address of Building offered to be HOSTEL Premises
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 IIT Delhi Techno Park at Sonapat campus Premises With layout and drawings of Hostel premises.	
8.	Road width (In Feet)/ Landmark where the accommodation is situated.	
9.	If Building is being used as hostel, attached Valid license.	
10.	Provision of Lift in the offered Building?	
11.	Provision of Valid Electric Power in the offered Building?	
12.	Provision of alternate Electric supply in the offered Building?	
13.	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.	1. 2. 3. 4.
14.	(Attachments the Following documents) Tick against each document 1. Ownership Documents 2. Building approved Drawings 3. Structure Certificate 4. Fire Safety Clearance Certificate 5. No of Fire Extinguishers installed 6. Sanctioned electricity Load from respective Authorities	
15.	I agree to: a) Provide all amenities as per tender document. b) sign for a period of ONE year which may be extended for a further period. c) Deposit the security amount Rs d) abide by all the terms and conditions of the tender document in the event of award of the contract	

16.	Details of the Contacting Person Name: Designation in the firm: Mobile No.:	
17.	Details of Bank :	Name of Bank: Account No.: Account Holder IFSC Code: MICR Code:

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, it will at once result in cancellation of my application/contact and that IIIT Sonapat reserves the right to take such action as it may deem fit in such an eventuality.

(Signature of the authorized Signatory)

Name of signatory:

Date.....

Place:

ANNEXURE-2

Tender Notice No: HIITSNP/EOI/2020/01

Part A (For Accommodation)

FINANCIAL BID

HIRING OF SERVICES/BUILDING FOR HOSTEL ACCOMMODATION FOR IIIT SONEPAT

Sl.No.	Description of Charges	Amount (Rs)
1.	Rent of premises for 120 -240 students for One month	In Figures (Rs):..... In Words (Rs.)
2.	Rate of Electric Charge per Unit	In Figures (Rs):..... in Words (Rs.)
3.	Rate of Water Charge Monthly	In Figures (Rs):..... in Words (Rs.)
4.	Service Maintenance charges Monthly	In Figures (Rs):..... in Words (Rs.).....

Note: If building capacity will be found not suitable accommodation for 120-240 students, then the rent will be for actual student accommodation strength of building and payment will be made on pro-rata basis based on rent mentioned above.

(Signature of the authorized Signatory)

Name of signatory:

Name of the Service Provider(s)/
Building owner(s)/Agencies:

Date.....

Place:

Part B (For Fooding)

Rate of Meal (per student) (2 Times Tea, Breakfast, Lunch & Dinner) Rate quoted per person per day for breakfast including Lunch and dinner:	In figures Rs. _____ In words Rs. _____ _____ _____
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Meals to be provided (Tea (two times), breakfast, lunch& dinner) as per sample specifications given below:

1. The breakfast should include Aaloo Sabzi with 6 Puri or 4 Bread Toast with butter and jam or Chhole with 2 Bhature or 2 Aaloo Parantha with Dahi or Sabzi with 5 Puri or Poha Jalabi and a cup of tea.
2. The Lunch, Dinner should include chapattis, Dal/ Kadhi-Pakora/ Rajma/Chana Masala, Rice, Salad, Dahi, Pickle, Papad, a seasonal vegetable in which full diet quantity shall be provided by the contractor.
3. The quoted rates should be inclusive of all. Any other charges shall not be paid. Applicable taxes, if any, shall be paid extra and TDS will be deducted from the billed amount as per rules.
4. Committee will approve daily menu as decided by Student Committee/ Hosteller.
5. Each Sunday, special food will be served.
6. Rates should be quoted for all two parts (A&B) mentioned in Price bid. IIIT Sonapat reserves the right to consider the rates as per decided by committee.

I have read all terms and conditions and I shall be agreed to them.

(Signature of the authorized Signatory)

Name of signatory:
Name of the Service Provider(s)/
Building owner(s)/Agencies:

Date.....

Place:

The terms & conditions, and the procedures laid down should be strictly adhered to and IIIT Sonapat reserves all the right to reject any Offer without assigning any reason whatsoever.