

## OPEN TENDER DOCUMENT

# भारतीय सूचना प्रौद्योगिकी संस्थान रांची

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI

(An Institution of National importance under Ministry of HRD, Govt. of India, New Delhi)



### NOTICE INVITING TENDER

Tender Notice No. : IIIR/TRANSIT HOUSE/12/2018 Dated: 30/10/2018

## HIRING OF TRANSIT HOUSE

LAST DATE OF SUBMISSION OF TENDER: 22/11/2018 UP-TO 17.30 Hrs.

DATE OF OPENING OF TENDER: 23/11/2018 AT 11.00 Hrs

Address for submission of Tender:

Coordinator, IIIT Ranchi Cum

Dean (SW)

Addressed to: Computer Center NIT Jamshedpur

PIN – 831014

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

IIIT Ranchi web site : [iiitranchi.ac.in](http://iiitranchi.ac.in)

NIT Jamshedpur web site : [www.nitjsr.ac.in](http://www.nitjsr.ac.in)

Help No.: (91)+0657-2235553, 2374249 email: [director@iiitranchi.ac.in](mailto:director@iiitranchi.ac.in)

Prepared by: STORES & PROCUREMENT SECTION , NIT, JAMSHEDPUR



# भारतीय सूचना प्रौद्योगिकी संस्थान रांची

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI**

*(An Institution of National importance under Ministry of HRD, Govt. of India, New Delhi)*

(91)+0657-2235553, 2374249 email: director@iiitranchi.ac.in

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## OPEN TENDER NOTICE

**Tender Notice No. : IIITR/TRANSIT HOUSE/12/2018 Dated: 30/10/2018**

## HIRING OF TRANSIT HOUSE

Indian Institute of Information Technology Ranchi (known as IIIT Ranchi) is an autonomous institute setup by the MHRD, Government of India, and Government of Jharkhand along with the industry partners Tata Technologies, TCS and CCL on a Public Private Partnership by an act of Parliament as an Institute of National Importance.

Presently, IIIT Ranchi is running from (located at) NIT Jamshedpur campus being mentored institute and IIIT Ranchi is in process to establish own setup in the locality at Ranchi.

Indian Institute of Information Technology Ranchi invites sealed tender offers under two bid systems (Technical and Financial) in prescribed documents from for hiring /leasing of suitable accommodation in single building, from a Original owner/Authorized power-of-attorney holder at Ranchi within the radius of 5 KM from Nepal House on monthly Rent basis, for use as a **"TRANSIT HOUSE/ ACCOMMODATION"** for the office cum residence purpose for IIIT Ranchi officials for a period of **Three years** which can be extended for a further period on mutual consent.

The complete Tender document along with terms & condition is available on **IIIT Ranchi web site: iiitranchi.ac.in and NIT Jamshedpur web site also: www.nitjsr.ac.in**. The tenderers can download the tender set from the aforesaid web sites or can be obtained from the office of the Stores & Procurement Section, NIT Jamshedpur (JHARKHAND) - 831014 up to last date of submission of Tender.

The sealed offer duly super scribed " TENDER FOR HIRING OF TRANSIT HOUSE" along with advertisement Notice No. in bold letters on the top of the envelop should reach office of the undersigned on or before 22/11/2018 up to 05.30 P.M. addressed to : **Coordinator, IIIT Ranchi, Computer Center NIT Jamshedpur PIN – 831014.**

Tender will be opened on 23/11/2018 at **11:00 A.M.** in the presence of the tenderers or their representatives, if they so desire, in the office of Coordinator, IIIT Ranchi Cum Dean (FW) Addressed to Computer Center NIT Jamshedpur.

Coordinator, IIIT Ranchi

## INDICATIVE AREA OF AMENITIES REQUIRED

Sl. No.	Amenities	Indicative Area (Square feet)	Number/Unit
1.	Room	100-150	04 to 05
2.	Rooms Attached Bathroom & Toilets	35-40	03 to 04
3.	Drawing/Meeting Hall	200-300	01
4.	Public Utilities (Bathroom & Toilets)	35-40	01
5.	Kitchen	60-100	01
6.	Care Taker Room	100-120	01
Total Carpet Area (Built)		2000-3000	

### **Additional amenities required (if available)**

1. The space offered should preferably be on ground floor with a single floor. In case, space offered is on multiple floors, it should be on continuous floors with the provision for dedicated entry for movement between the floors.
2. Free parking space within the premises to park 2/4 Wheeler vehicles must be available for exclusive use of IIIT Ranchi.
3. The offered property should have 3 phase commercial electricity connection. A separate electric meter of appropriate load must be installed.
4. The accommodation should have provision for sufficient running water supply for both drinking and utility facilities.
5. The property offered should have adequate safety measure i.e finished boundary wall with Secured Gate.

## **EVALUATION CRITERIA**

1. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry.
2. IIT Ranchi shall identify the technically qualified bidders based on the qualifying requirements indicated in the tender document.
3. However for the final short-listing the technically acceptable properties shall be visited by the committee to ascertain the ambience of the property which being a subjective issue cannot be assessed based on the written information furnished by the bidders.
4. The ambience of the property includes aspects such as approach road, nature of activities being carried out at the surrounding properties, hygiene in the neighbourhood etc. at which can only be judged during the site visit.
5. Thus properties with unacceptable ambience are liable to be rejected and the decision of this committee shall be final and binding.
6. The price bid shall be opened in presence of the Bidders for only those bidders who would be found qualified after technical evaluation and site visit.
7. The evaluation criteria of Price Bid would be the L-1 rate per sq. ft. Carpet Area against the scope of tender.

## **TERMS AND CONDITIONS**

- 1.** The successful bidder shall provide the building in ready condition as per requirements and terms and conditions within 15 days from the award of Tender.
- 2.** The responsibility for payment of all kind of taxes such as property tax, Gram Panchayat tax, service tax etc in connection with the property offered shall be of the Owner and updated copies of all tax receipts should be attached with the bids. The owner shall continue to bear these charges at his own cost for the lease period or extended lease period as well.
- 3.** Possession of the accommodation will be handed over to the authorised officials of IIIT Ranchi within 15 days from the date of award of the order and rent shall be payable from the date of possession subject to terms and conditions of this document. Further, the rent will be paid on actual handover of premises after compliance of terms and conditions of this document.
- 4.** The space offered should be free from any liability and litigation with respect to its ownership, lease/ renting and there should be no pending payments against the same.
- 5.** Clearances / No Objection Certificates from all relevant authorities in support of ownership of Building/ Land and construction thereon must be submitted with the Technical Bid. Also, Copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.
- 6.** The Tender will be acceptable only from original owner of the building/ property. IIIT Ranchi will not pay any Brokerage for the offered property. All documents must be signed by the original owner himself.
- 7.** The space offered should have electrical fixtures (Switches, Power points lights etc.), as per requirement accommodation. However, if the installed fixtures such as lights, fans are not found acceptable, the bidders should be prepared to remove the same at their own cost.
- 8.** The maintenance (civil, electrical, mechanical, plumbing etc.) shall be provided by the owner and the owner shall also undertake to carry out annual repairs and maintenance such as white washing, painting, pest and rodent control every year. No additional charges for the same shall be payable.
- 9.** The bidders should give rates including of all taxes, as applicable.
- 10.** The premises offered shall have proper flooring acceptable to the IIIT Ranchi.
- 11.** Bid not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

## **12. EXECUTION OF ORDER (SIGNING OF CONTRACT):**

- I. The successful bidder is required to sign a **formal lease agreement** with **IIIT Ranchi within a maximum period of 15 days of date of Letter of Award (LoA)**. Until the lease is signed, the LoA shall remain binding amongst the two parties.

## **13. PAYMENT:**

- I. Payments shall be made by IIIT Ranchi against pre- received bills as per the lease deed to be executed between the Director, IIIT Ranchi or his Nominee and the owner or his/ her authorized representatives.
- II. Payments of rent will be made on monthly basis through electronic mode (i.e. ECS/CBS/NEFT etc., as applicable) in favour of Owner after deduction of statutory taxes as applicable from time to time.
- III. No enhancements of rate during the period of contract will be entertained.

## **14. PERIOD OF AGREEMENT & TERMINATION OF LEASE:**

- I. The period of lease should be minimum Three years with provision for extension of lease on mutually agreed terms.
- II. The lease can be cancelled by either side by giving a notice of not less than 3 months.

## **15. ARBITRATION:**

- I. All disputes in connection with the execution of contract shall be settled under the provisions of arbitration and conciliation Act 1996 (as amended up to date/time to time) and the rules framed there under and in force shall be applicable to such proceedings.

## **MISCELLANEOUS**

1. IIIT Ranchi shall be under no obligation to accept the lowest quotation i.e. In case the lowest quotation become unreasonable then monthly rent as determined and fixed by the Competent Authority i.e. Director IIIT Ranchi or his nominee will be final who may take opinion of bodies like CPWD etc. to make such decision.
2. IIIT Ranchi shall have the right to carry out necessary alteration/modification or make such structural or other changes to/in the premises as may be required by it for the purpose of its work,. Provided always that the IIIT Ranchi shall not make any permanent structural alternations incapable to being reversed or which would render incapable the restoration of the premises to its original positions without the consent in writing of the owner/landlord(s) but such consent shall not be unreasonably withheld in the case of such alteration as shall be necessary or required by IIIT Ranchi for the purpose of better amenities and carrying on its working effectively.
3. IIIT Ranchi shall have the right to install satellite dishes/communication towers and other communication equipments etc. as deemed necessary by the IIIT Ranchi for facilitating electronic communication as also installation of power generating/amplifying devices including but not restricted to Power transformers, Power Generators etc. as well as placing of sign boards , ACs etc. in the terrace for its working activities and the owner/landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent.
4. IIIT Ranchi shall have right to install generator sets for carrying its working effectively. Since IIIT Ranchi is the lessee/hire and has no insurable interest, the owner/landlord hereby has to insure the premises/assets rented/hired against risks like burglary, fire or natural calamity at his own (owner's).
5. Painting of the premises including front and back verandas, kitchen, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the IIIT Ranchi will be carried out by the owner/landlord every year within the lease period and also before the handing over possession.
6. Whenever necessary, the owner/landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part of the owner/landlord to carry out or effect necessary repairs.

## **INSTRUCTIONS TO THE BIDDERS**

1. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
2. The Tender is to seek proposal for hiring leasing of building/property from original owners / power of attorney holders of properties. The lease agreement will be for the **period of 3 (Three) years** from the date of hire with a provision for extension for further period as decided between parties.

### **3. MODE OF PREPRATION & SUBMISSION OF BID:**

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

- I. Cover 1(**Technical Bid**) shall be superscribed as "Technical bid" duly indicating the Tender Reference No which should contain the following:
  - a. Application for pre-qualification in **Annexure- "I"** duly filled up and signed.
  - b. Copy of cancelled cheque, A/C No., Bank Name, IFSC Code.
  - c. Copy of PAN (Self Attested)
  - d. Proof in respect of ownership of the premises offered for which copy of purchase deed to be enclosed.
  - e. Copies of electricity bill and water bill for any month of preceding one year
  - f. Copies of latest receipts in support of payments made towards Property Tax/Municipal Tax/Service Tax as applicable.
  - g. Undertaking as per Annexure 'II'.
  - h. All requisite supporting documents in support of all claims made in tender document and Annexure-I.
- II. Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as "Price bid" duly indicating the Tender Reference No. as per "**Annexure III** "
- III. The Bidders should offer their price as per "Annexure – III .
- IV. Cover 1 and Cover 2 should be sealed individually and superscribed with the tender reference no. Both covers shall be placed in a third cover which shall also be sealed and superscribed "**TENDER FOR HIRING OF TRANSIT HOUSE/ ACCOMMODATION** " along with advertisement **Notice No.** in bold letters on the top of the envelop and same should be addressed to "**Coordinator IIT Ranchi Cum Dean (SW) Addressed to National Institute of Technology, Jamshedpur Pin 831014.**"



- V. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.
  - VI. The last date for receipt of the offer is marked in the tender Notice. In case the above date is declared a holiday for NIT Jamshedpur, then the bids will be received up to the given time on the next working day.
  - VII. The offer may be sent by registered post/speed post/courier service/by Person so as to reach before/on the last date & time of receipt.
  - VIII. Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
  - III. IX. For any clarification in this matter, Bidder may contact to **Coordinator IIT Ranchi Cum Dean (FW) addressed to National Institute of Technology, Jamshedpur Pin 831014.** "during office hours.
6. All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.
  7. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialled and stamped.
  8. Bidder must confirm the acceptance of all the terms and conditions of the tender.
  9. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder Agency/Firm must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
  10. Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.
  11. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever will be summarily rejected in the first instance itself.
  12. **OPENING OF BIDS:**
    - I. **Envelop** (Cover) 1 i.e. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in the office of **Coordinator IIT Ranchi Cum Dean (FW) addressed to National Institute of Technology, Jamshedpur Pin 831014** in presence of committee of officials and interested vendors or their authorized representatives. Tenderers may be present at the time of opening of the Tender.

- II. **Envelop** (Cover) 2 i.e. **Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time mentioned in the tender enquiry OR a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be posted on our web site. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.
14. **PERIOD OF VALIDITY OF BIDS:** The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
15. **AMENDMENT OF TENDER DOCUMENTS:** at any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. In this case a sufficient time for submission of bid will be announced.
16. **EXTENSION OF LAST DATE:** The competent authority may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.
17. **QUANTITY:** The actual requirement of Vehicle may vary at time of placement of the work order.
18. **DISCRETION:** The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore.

## TECHNICAL BID FORM

Tender Notice No. : IIITR/TRANSIT HOUSE/12/2018 Dated: 30/10/2018

**HIRING OF TRANSIT HOUSE  
(PRE-QUALIFYING REQUIREMENT)**

Sl. No.	Required Information	Details to be filled up by the Bidders
1.	Full particulars of the legal owner of the premises: - a) Name: b) Address (office & residence) c) Telephone & Mobile No. d) Tele fax: e) E-mail ID f) PAN No.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2.	Full particulars (with complete contact details e.g. postal address, phone number, mobile number and e-mail ID of person(s) offering the premises on rent/lease and submitting the Tender	<hr/> <hr/> <hr/>
3.	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (Residential-cum-commercial)	
4.	Total area offered for rent (floor wise) in sq. ft. Carpet area Please enclose approved plan of accommodation. i) Covered area ii) Super area iii) Dimensions of staircase	
5.	Facilities for vehicle parking	
6.	Type of accommodation - Please provide answer to each of the sub points: a) whether single floor or multi-storey b) In case of multi-storey, number of floors with details of area on each floors. c) With provision of rooms on each floor or hall type. d) Type of structure (load bearing structure/RCC framed structure) e) Details of space available for	

	installation of GENSET/UPS etc.	
7.	Number of lifts and their carrying capacity (if any.	
8.	Availability of facilities/utilities (TOILETS etc.)	
9.	a) Whether running water, both drinking and Otherwise, available round the clock b) Whether sanitary and water supply installations have been provided	
10.	Total electrical fittings such as lights, fans, power plugs, switches etc. installed floor wise.	
11.	Sanctioned electricity load & Details of power backup facilities	
12.	Details of Fire Safety mechanism along with	
13.	The period and time when the said accommodation could be made available for occupation after the approval by IIIT Ranchi	
14.	Various Tax Receipts (Property/Municipality tax/Service Tax receipts etc	
15.	Details of Bank of Bidder	Name of Bank: _____ Account No.: _____ IFSC Code: _____ MICR Code: _____

I/we have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and behalf. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the IIIT Ranchi may wish to take.

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

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

Address: \_\_\_\_\_

Signatory is Legal owner/Authorised person (Please Tick)

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

Date \_\_\_\_\_

**Undertaking**

To,  
Coordinator, IIIT Ranchi  
Cum Dean (FW) NIT Jamshedpur  
Computer Center NIT Jamshedpur PIN – 831014

Sub: Submission of undertaking

Ref: Tender Notice No. IIITR/TRANSIT HOUSE/12/2018 Dated: 30/10/2018

Reg: HIRING OF TRANSIT HOUSE

Dear Sirs,

1. I/We hereby offer to lease our property to IIIT Ranchi for a period of 03 years at the monthly lease rent quoted by us in the price format hereto and agree to hold this offer open till 90 days from bid closing date.
2. I/We hereby confirm that the quoted prices will remain firm for the entire contract duration.
3. I/We hereby confirm that the monthly rates offered for preceding years is not greater than that for succeeding years.
4. I/We hereby confirm and undertake that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and there are no pending payments against the same. We indemnify DGH from all liabilities, claims etc arising out of any or in the course of or caused by the execution of this lease agreement.
5. I/We hereby confirm and undertake that I/We take the responsibility of statutory compliances with respect to offered transit accommodation and will provide copies of approvals if needed by IIIT Ranchi at later stage.
6. I/We have understood and fully aware of the nature of the agreement.

Yours faithfully,

(OWNER'S SIGNATURE & NAME)

PLACE: \_\_\_\_\_

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

**FINANCIAL BID**

Tender Notice No. : IIITR/TRANSIT HOUSE/12/2018 Dated: 30/11/2018/2018

**HIRING OF TRANSIT HOUSE****Full particulars of the legal owner of the premises:**

1. Name:
2. Address (Office & Residence):
3. Telephone & Mobile No.:
4. E-mail ID:
5. Address of Property offered (Self attested copy of approved plan is enclosed)

S.NO	Brief Description of Property	Total Carpet Area/Open Area.	Rate Quoted per Sq Ft.
1.			
	<b>Total Amount per Month (in Figures)</b>		
	<b>Total Amount per Month (in words)</b>		

Note:

a. Lowest bidder shall be decided based on the total amount filled in above. No other charges shall be considered in deciding lowest bidder.

b. Quoted amount should be covering all taxes as applicable from time to time. This shall be the amount payable by the IIIT Ranchi monthly as rent.

c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

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

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

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

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