



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MHRD, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi ParaKalyani -741235,

West Bengal, website : www.iiitkalyani.ac.in

TENDER DOCUMENT FOR HIRING OF DIRECTOR'S BUNGLOW

Tender No. IIITK/Tender/2020/114 Date :- 20.11.2020

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING OF BUILDING FOR DIRECTOR'S BUNGALOW AT KALYANI

Indian Institute of Information Technology, Kalyani invites Expression of Interest (EOI) for hiring of building to be used as Director's Bungalow (fully furnished) located in and around IIIT Kalyani (Webel IT Park) within preferably 3 KM radius on Monthly Rental Basis.

Eligible and competent Building owners are requested to submit their offer in prescribed application form under two bid systems as given in this document

EOI duly filled in documents, complete in all respects should reach the office of the Registrar, IIIT Kalyani, Webel IT Park, opposite of Kalyani water treatment plant, Block B, Kalyani, Nadia, W.B. – 741235.

Last date for submission of Tender (EOI) is 05/12/2020 up to 03.00 P.M.

ESSENTIAL FEATURES OF REQUIRED ACCOMMODATION

1. The capacity of Buildings should be 4-5 fully furnished rooms with at least 2 attached toilets.
2. The distance between IIIT Kalyani Campus (Webel IT Park) and hired building should preferably be within 3KM.
3. The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment, neat and clean.
4. The adequate size of room should be filled with SUFFICIENT tube light/LED light, AC/fans and wardrobe.
5. Electricity and Potable Water for drinking, bathing and cooking, must be available round the clock.
6. All the sanitary and water supply installations connections must have been provided in the facility.
7. Electrical installation and fittings like power plugs, switches, charging points etc must be in place.
8. In emergency power backup / generator facility should be available.
9. **The building should have suitable provision and adequate space for garage and security personnel.**
10. The Service provider/ Building owner must provide document of Sanctioned Electricity load.
11. Selected party shall be required to execute a lease agreement containing detailed terms & conditions with IIIT Kalyani, in accordance with the provisions of the law applicable.
12. The Agreement shall be signed for a period of ONE year which may be extended for a further period on mutually agreed terms and conditions on the satisfactory report .
13. Building offered must be free from all encumbrances, claims and legal disputes etc.
14. The electricity and water supply lines / connection shall be provided by the owner at his own cost and expenses. However, the IIIT Kalyani, shall pay charges for electric of the said premises during the lease period on the basis of actual consumption and submission of electric bill after payment.

15. The IIIT Kalyani 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.
16. The decision of the IIIT Kalyani will be final in case of any dispute arising in the implementation of the terms of the contract.
17. Service Maintenance , if any. IIIT Kalyani will not pay any Holding Tax or dues for hired building.
18. The building should have been properly constructed as per the approved safety plans.
19. Any other salient aspect of the building which the party may like to mention.
20. The agreement for hiring of buildings/accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
21. PAYMANT: IIIT Kalyani will only be liable to pay fixed monthly charge, electricity on the basis of actual consumption on reimbursement basis based on electricity bill received from electricity office. Payment will be made by cheque month wise on submission of bill and documents
22. IIIT Kalyani will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises.
23. PENALTY CLAUSE: The IIIT kalyani reserves the right to check and inspect the 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 may impose penalty on the service provider / building owner for those deficient services. The penalty will be decided by the expert committee of the IIIT Kalyani and the decision will be binding on the service provider/ building owner.
24. TERMINATION: The Agreement may be terminated by giving three 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 IIIT Kalyani.
25. Eligible and competent Building owners 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 TECHNICAL BID Annexure : 1 & FINANCIAL BID as Annexure :2
26. All the requisite information should be filled up in prescribed form and the filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.
- 27 PREPRATION 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 shall contain papers regarding:

- a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as Annexure-“I” 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. Structural safety certificate from competent authority (Both in case it is a commercial building).
- d. Document for sanctioned Electricity load.
- e. copy of Income Tax /PAN Registration Certificates, gst certificate
- f. Photograph of the proposed premises (both inside and outside) should be submitted along the tender documents.
- f. All other requisite documents in support of Bid

II. Financial Bid: Financial bid should contain Building owners 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 has to be submitted in the format as prescribed TENDER FORM as FINANCIAL BID ANNEXER "II".

III. These envelopes should be securely sealed separately and clearly marked as "Envelope No:1– Technical Bid" and "Envelope No: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 BUILDING FOR DIRECTOR'S ACCOMMODATION FOR IIIT Kalyani". It will also mention the name of the Providers/ Building owners/Agencies with address.

28. Technical bids submitted by the bidders would be examined and their premises would be inspected by the expert committee constituted by the IIIT Kalyani.

29. 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-I

Tender Notice No.: IIITK/Tendor/2020/114 Dated: 20/11/2020

APPLICATION FORM**HIRING OF BUILDING FOR DIRECTOR'S ACCOMMODATION FOR IIIT KALYANI**

Sl. No.	Requisite Information	Firms Response
1.	Name of The Building owner(s)	
2.	Full Address of the Building owner	
3.	Telephone /Mobile No.	
4.	E mail ID	
5.	PAN No. details	
6.	Legal Status of holding: 1. Building Proprietorship 2. Building Partnership 3. Building on Lease 4. Other, specify. (Attach the documentary proof)	
7.	Detail Location & Address of Building offered to be the Premises	
8.	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)	
9.	Distance of offered Premises from IIIT Kalyani Premises with layout and drawings of the premises.	
10.	Road width (In Feet)/ Landmark where the accommodation is situated.	
11.	Have Valid Electric Power in offered Building?	

Signature of the owner