



भारतीय प्रबंध संस्थान बोधगया  
**Indian Institute of Management  
Bodh Gaya**

Uruvela, Prabandh Vihar, Bodh Gaya, Gaya-824234, Bihar, India  
Website: [www.iimbg.ac.in](http://www.iimbg.ac.in)

IIMBG/NIT/ Staff Residential Complex /2020-21/11

Dated: September 10, 2020

**Notice Inviting Tender for Providing Apartment on Rent to IIM Bodh Gaya as Staff  
Residential Complex at Bodh Gaya, Bihar, India**

Issued By IIM Bodh Gaya (Bihar)  
**(Tender mode – e-publish mode only)**  
Chief Administrative Officer (CAO)  
IIM Bodh Gaya (Bihar)  
Tender Inviting Authority (TIA)  
Phone: 0631-2200238, 6207897033, 7033439192, 9313159741  
Mail Id : [cao@iimbg.ac.in](mailto:cao@iimbg.ac.in)

Name of the Work	Providing Apartment on Rent to IIM Bodh Gaya as Staff Residential Complex at Bodh Gaya
Duration of Contract	Contract for the period of one year with the date of award of contract and with provision to extend on same rate and terms & conditions on mutual agreement.
Date of Issue/Publishing	10 <sup>th</sup> September 2020
Closing Date & Time for Submission of Bid	01 <sup>st</sup> October 2020 till 6:00 pm
Date & Time of opening of Bid	02 <sup>nd</sup> October 2020 at 12:00 PM
Bid to be submitted to	Hardcopy as Per Tender to be Deposited in Tender Box, IIM Bodh Gaya
Place of opening of Bids	IIM Bodh Gaya
Contact Details	Chief Administrative Officer 0631-2200238, 6207897033, 7033439192, 9313159741
Location of Services	Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar, Bodh Gaya, Gaya-824234, Bihar, India

IIM Bodh Gaya invites bids in Two Bid System (i.e. Technical and Financial Bid) from eligible Individuals/ Firms / Companies / Registered Societies on mutually agreeable terms and conditions and for providing apartment on rent to IIM Bodh Gaya as staff residential complex at Bodh Gaya as per the conditions mentioned in the Technical Bid.

The Bidder is expected to examine all instructions, terms and conditions, forms, and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

Bidder along with the Technical and Financial Bid is required to submit the Rent Assessment forms also completed in all respects and duly signed.

The Bidder shall bear all costs associated with the preparation and submission of its bid and IIM Bodh Gaya will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **1. BACKGROUND**

Indian Institute of Management Bodh Gaya, hereinafter known as IIM BG is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Human Resources Development (MHRD), Government of India. The Institute imparts quality education in Management and conducts postgraduate programme in management.

This tender is to seek proposal from Apartment Owners/firms/Societies of properties in Bodh Gaya, approved for residential purposes of space located within a radius of 4 kms from its temporary campus.

## **2. TERMS & CONDITIONS**

2.1 The accommodation offered should be preferably in the form of independent apartments for residential use. Evidence of appropriate approvals for residential use of the property must be submitted with Technical Bid.

2.2 If the accommodation offered is in a multi-storey i.e. more than three floors appropriate lift arrangements should be available.

2.3 The location for residential accommodation should be in the nearby vicinity of IIM Bodhgaya i.e. within a one-way distance of 4 kms from IIM Bodhgaya. Nothing contained in this clause shall, however, prohibit IIM Bodhgaya to accept the accommodation at farther locations, if the terms and the facilities/features are found to be attractive, meeting the requirement of IIM Bodhgaya. The acceptability of such an accommodation will be solely that of the discretion of IIM Bodhgaya.

2.4 The accommodation should have minimum of at least 2(Two) independent flats each having one, two or three bedrooms, 1 dining space, 1 common hall. 2- 3 bathrooms and toilets (1 in case of 1 BHK), and 1 kitchen. Preference will be given to those bidders who have higher number of vacant flats in one building.

2.5 Adequate space for parking should be available to park at least one car and one two-wheeler per flat.

2.6 The accommodation should have provision for adequate electricity supply as per the requirement of the occupants of the apartments.

2.7 The accommodation should have provision for adequate water supply including drinking and utility facilities. In case of a failure in water supply the same will be rectified by the bidder within reasonable time frame. During the down time when there is no water available in the apartments the responsibility to provide water at the flat through alternate arrangements for essential requirements will be that of the owner at his expenses.

2.8 There should be appropriate provisions for maintenance (civil/electrical wear & tear as well as whitewashing/painting etc.) of the building/property offered and these provisions should be elaborately indicated in the Technical Bid submitted.

- 2.9 The property offered should have adequate provisions for installation of Genset /UPS / units of split/window AC etc.
- 2.10 The responsibility for payment of all kind of taxes such as property tax, income tax, water tax and other statutory taxes/levies etc. in connection with the property offered shall be of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids.
- 2.11 The Property offered should be well connected by public transport at a reasonable distance (not more than 500 meters) and should be easily accessible. The approach road to the property should be free of any encumbrance and objections whatsoever.
- 2.12 The corridors, staircases etc. should be sufficiently wide- minimum 4ft.
- 2.13 Possession of the accommodation will be handed over to IIM Bodhgaya within 15 days from the award of the order and rent shall be payable from the date of possession.
- 2.14 The accommodation should have adequate basic security arrangements.
- 2.15 The space offered should be free from any liability and litigation with respect to its ownership, at the time of concluding the renting agreement there should be no pending payments/liabilities against the property. In case if any, that will be the responsibility of the owner. IIM Bodhgaya shall not be held responsible for any such liability and will not be put into any inconvenience.
- 2.16 The tender will be acceptable only from original owner of the building/ property. IIM Bodhgaya will not pay any brokerage for the offered property.
- 2.17 The bidder will quote separately for various apartment configurations i.e. 3 BHK, 2 BHK & 1 BHK inclusive of all taxes and charges. The society charges if any should clearly be indicated. No additional charges will be paid by the occupant post acceptance of bid except for water & electricity charges which would be actual. The owner or the bidder will be responsible to collect charges on account of water & electricity from the occupant directly. The monthly rental as accepted will only be paid by the organisation. Society charges if any will also be paid directly by the occupant. The institution will not be held responsible for any liability at any stage.
- 2.18 The Bidders should give rates, showing taxes, if any, separately. In case the bidder is offering basic furniture, such as cots, cupboards, almirahs, wardrobes, and curtain rods, the bidder will make inclusive bids as one consolidated rent.
- 2.18 Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory. Preferably, the Bids should be in the typed form.
- 2.19 No tender will be accepted by Fax, E-mail, Telex or any other such means, except by hand, through Post or Courier.
- 2.20 Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- 2.21 The property tax, water tax etc. levied by Local Govt. Central Govt are to be borne by the Owner.
- 2.22 The apartment will cater for proper fire detection and fire - fighting system.
- 2.23 Newly constructed and semi furnished apartments will be preferred over already in use property. Bidders who provide the basic amenities and pieces of under mentioned furniture will be given higher priority.
- 2.23.1 Double bed - two sets,
  - 2.23.2 Four-seater dining table and chairs - one set,
  - 2.23.3 Study table and chair – one set,
  - 2.23.4 Curtain rods across all windows and doors,
  - 2.23.5 Cupboards/wardrobes in all bedrooms and kitchen.

### 3. PROCEDURE FOR SUBMISSION OF TENDER

3.1 Both the bids (Technical and Financial) duly signed by owner or his Authorised Signatory should be sealed in two separate envelopes as described below: -

(a) Envelope 1 - containing Technical Bid in Annexure I duly completed in all respects along with all relevant documents.

(b) Envelope 2 - containing the Financial Bid, as prescribed in the Annexure II showing rates financial terms and conditions etc.

3.2 Envelopes should be super-scribed in bold letters with the statements 'TECHNICAL BID FOR ACCOMMODATION AT BODH GAYA ON RENT TO IIM BODHGAYA ' and 'FINANCIAL BID FOR ACCOMMODATION AT BODH GAYA ON RENT TO IIM BODHGAYA', respectively.

3.3 Finally, the above-mentioned envelopes should be sealed in a single cover and addressed to the Chief Administrative Officer, Uruvela, Prabandh Vihar, IIM Bodh Gaya, Bodh Gaya, District - Gaya, Bihar – 824234, and must reach on or before the closing time and date indicated in the beginning of this document.

NOTE: Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

3.4 The owners may submit two or more Tenders if they have two or more different premises/properties.

3.5 Technical Bid should contain the details required, as per proforma at Annexure I and Financial Bid should contain details, as per proforma at Annexure II.

3.6 Bids not submitted, as per above proforma will be summarily rejected.

3.7 The Bidders should give rates, showing taxes, if any separately. Tenders not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard, whatsoever.

3.8 The Technical Bid should be accompanied by the documents, as per Annexure I without which the tender will be considered incomplete and hence, summarily rejected.

3.9 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.

3.10 For any queries regarding this tender, the prospective bidders may contact on the following address: -

Chief Administrative Officer  
**Indian Institute of Management Bodh Gaya**  
Uruvela, Pravandh Vihar, Bodh Gaya- 824234, India  
Contact: 91 0631-2200238  
Email: cao@iimbg.ac.in

3.11 Queries, if any, raised by IIM Bodhgaya subsequent to opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.

3.12 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

#### **4. PROCEDURE FOR OPENING OF TENDER**

4.1 While opening the tenders, the envelope containing Technical Bids shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will then open Financial Bid after evaluation of the Technical Bids. Financial Bids of technically qualified bidders will only be opened.

4.2 The Tender Evaluation Committee appointed by the Competent Authority of IIM Bodhgaya may visit the property offered by bidders to ascertain the suitability of the apartments and other arrangements. The bidders would be treated to have been qualified for opening of their Financial Bids after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of IIM BG after visiting the property. The date, time and place for opening of Financial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or telephone.

4.3 The bidders, if they so desire, can depute their representatives for opening of Bids.

#### **5. BID EVALUATION**

5.1 The Bids would be evaluated based on the rates quoted for rental of carpet area including free space and rates quoted for other facilities shall not be taken into account for the said purpose.

5.2 If the rate quoted for the facilities including furnishing does not suit IIM Bodhgaya, the bidder should be prepared to remove such facilities at their own cost, to enable IIM Bodhgaya to install its own facilities.

#### **6. PAYMENTS**

The monthly rental as accepted will only be paid by the Institution. Payments of rent will be made on monthly basis by account payee cheque/ NEFT transfer in favor of owner after deduction of the tax at source (TDS) as applicable from time to time. The owner or the bidder will be responsible to collect charges on account of water & electricity from the occupant directly. Society charges if any will also be paid directly by the occupant. The institution will not be held responsible for any liability at any stage at any cost.

#### **7. TERMS OF TERMINATION OF LEASE**

7.1 The period of lease should be minimum one year with provision for extension of lease on mutually agreed terms.

7.2 The lease can be cancelled by either side by giving a notice in writing of a period not less than 3 months.

#### **8. ARBITRATION**

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. The arbitration proceeding shall take place at Gaya only.

#### **9. PENALTY CLAUSE**

Failure on the part of the owner will attract penalty as per the rates decided by the Arbitrator.

## **10. MISCELLANEOUS**

10.1 The offer should be valid up to 180 days after closing date of tender.

10.2 IIM BG shall be under no obligation to accept the lowest quotation. However, a property satisfying various other external factors stated in the tender documents may be considered in the interest of the organisation

10.3 Non-fulfilment of any of the above terms shall result in rejection of Bid.

10.4 All disputes lie within the jurisdiction of Bodh Gaya/Gaya only.

10.5 IIM BG reserves the right to reject all or any tender without assigning any reason thereof.

10.6 Responsibility of maintenance and cleaning of all common areas in and around the apartments will be that of the owner at his / her own cost.

## **11. LIST OF ENCLOSURE**

Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid.

**TENDER DOCUMENT - TECHNICAL BID FOR HIRING OF RESIDENTIAL  
ACCOMMODATION FOR IIM BODHGAYA**

1. Full particulars of the legal owner of the premises:
  - (a) Name:
  - (b) Address (office & residence):
  
  - (c) Telephone & Mobile No.:
  - (d) E-mail ID:
  - (e) PAN no. & GST No. (copies to be enclosed):
  - (f) Bank details
    - i. Name of the Bank
    - ii. Account No.
    - iii. Type of account SB/Current/ or any other type
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.
3. Status of the applicant with regard to the accommodation offered for hiring (enclose certificate of authorized signatory from Head of the Organisation, if the owner is a Firm, Society etc. and power of attorney if the applicant is other than the owner).
4. Complete address with brief description and location of the accommodation offered.
5. Details of the accommodation offered for rent: -
  - (a) Total super built-up area,
  - (b) Total carpet area
  - (c) Year of construction.
  - (d) Certified layout (enclosed)
  - (e) Whether residential or dual use (residential-cum commercial).
  - (f) Distance (approximately) from IIM Bodhgaya,
  - (g) Dimensions of staircase
  - (h) Availability of Fire Safety Measures
6. Whether accommodation offered for rent is free from litigation including disputes with regard to ownership, pending taxes/electricity bills, dues etc. (enclose copy of affidavit from the owner or Power of Attorney holder.
7. Facilities for vehicle parking (capacity of vehicle parking space in terms of number of cars and two wheelers, separately).
8. Type of accommodation - whether single floor or multi-storey.

9. Number of lifts (if the apartment is more than three floors) and their carrying capacity as applicable. Provide details of make, year of installation & status of working etc.
10. Number of Toilets (flat wise), with details i.e. WCs, Urinals, commodes and Wash Basin.
11. Whether running water, both drinking and otherwise, available round the clock.
12. Whether sanitary and water supply installations have been provided.
13. Whether electrical installations and fittings, power plugs, switches etc., are provided or not.
14. Whether building has been provided with fans or not. (if yes, the number of fans flat wise).
15. Whether provisions for Air conditioner with power points available or not?
16. Sanctioned electricity load
17. Whether willing to get the electricity load increased, if required by IIM BG.
18. Arrangements for maintenance and routine defect rectification.
19. Details of power backup facilities, if any.
20. The period and time when the said accommodation could be made available for occupation after the approval by IIM Bodhgaya. Minimum lease period is one year with the provision of extension.
21. Any other salient aspect of the building, which the party may like to mention.

**Declaration:-**

(a) 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.

(b) I/We also certify that the above information is true and complete in every aspect and explicitly agree that in case at a later date it is found out by IIM BG that the details provided by us herein are incomplete and incorrect, any contract given to us may be summarily terminated forthwith, firm blacklisted and IIM BG may initiate any other legal/ penal proceedings, as deemed fit by it.

(c) I/We ----- do hereby certify that our firm is not blacklisted and no enquiries/ police cases are pending against us by Government of India/ Government of Bihar or any state machinery in related to this property or otherwise.

(d) 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 belief and in the event of any of the same being found to be false. I/We shall be liable to such consequences/lawful action as IIM Bodhgaya may wish to take.

Name:

Signature:

Designation:

Contact Nos

Aadhar No



**Annexure II**

**FINANCIAL BID FOR HIRING OF RESIDENTIAL ACCOMMODATION FOR IIM BG**

Ser No	Brief description	Rent in INR						
01	Property offered for Rent:-							
	<table border="1"><tr><td colspan="2"><b>3 BHK Flat – Available Flats in Nos:-</b></td></tr><tr><td>(a) Total Built-up area</td><td></td></tr><tr><td>(b) Total Super built-up area</td><td></td></tr></table>	<b>3 BHK Flat – Available Flats in Nos:-</b>		(a) Total Built-up area		(b) Total Super built-up area		
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	(a) Total Built-up area							
	(b) Total Super built-up area							
	<table border="1"><tr><td colspan="2"><b>2 BHK Flat – Available Flats in Nos:-</b></td></tr><tr><td>(a) Total Built-up area</td><td></td></tr><tr><td>(b) Total Super built-up area</td><td></td></tr></table>	<b>2 BHK Flat – Available Flats in Nos:-</b>		(a) Total Built-up area		(b) Total Super built-up area		
	<b>2 BHK Flat – Available Flats in Nos:-</b>							
	(a) Total Built-up area							
	(b) Total Super built-up area							
	<table border="1"><tr><td colspan="2"><b>1 BHK Flat – Available Flats in Nos:-</b></td></tr><tr><td>(a) Total Built-up area</td><td></td></tr><tr><td>(b) Total Super built-up area</td><td></td></tr></table>	<b>1 BHK Flat – Available Flats in Nos:-</b>		(a) Total Built-up area		(b) Total Super built-up area		
<b>1 BHK Flat – Available Flats in Nos:-</b>								
(a) Total Built-up area								
(b) Total Super built-up area								
02	Additional offers:							
	(a) Society/ Community charges if any and responsibility of paying those charges							
	(b) Any other Charges, e.g., for maintenance, any extra feature, etc(specify).							
	(c) Taxes if any							
	Total							

Grand Total (per month per flat) :

1. I/We have gone through the Terms & Conditions as stipulated in the tender enquiry document and confirm to accept and abide by the same.
2. I/We undertake that the information given in this tender are true and correct in all respect.

Date

Signature of the bidder

Place

Name

Contact No