

TENDER DOCUMENT

Name of the Tender: Providing Apartment on Rent to IIM Bodh Gaya as Staff Residential Complex at Bodh Gaya.

NOTICE INVITING TENDER

Tender No. IIM BG /CAO/BG/SRC/Rent/001

Dated: 18th October 2018

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 too 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.

Schedule of Tender

Issue / Publishing Date: 18th October 2018

Last date and time of submission Tender: 11:00 AM on 8th November 2018

Date and time of opening of Tender: 12:30 PM on 10th November 2018

Amount of Ernest Money Deposit (EMD): NIL

Venue: IIM Bodh Gaya
DDE Buildings, Magadh University Campus
Bodh Gaya, Bihar – 824234

**TENDER DOCUMENT FOR PROVIDING APARTMENT ON RENT TO IIM
BODH GAYA AS STAFF RESIDENTIAL COMPLEX AT BODH GAYA**

CLOSING AT 11:00 AM ON 8th November 2018

1. BACKGROUND

1.1 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.

1.2 The IIM BG is registered as an autonomous Society under the Indian Societies Act.

1.3 IIM BG is operating from its temporary campus at the DDE Building of Magadh University since August 2015.

1.4 This tender is to seek proposal from Apartment Owners/firms/Societies of properties in Bodh Gaya, approved for residential purposes of space of each flat measuring to a minimum of 825 Sq.Ft of carpet area located within a radius of 3.5 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 in a single/double/triple floor. In case, of more than three floors, it should be on continuous floors with provision for dedicated entry for movement between the multiple floors. 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 BG i.e. within a one way distance of 3.5 kms from DDE Buildings, Magadh University. Nothing contained in this clause shall however, prohibit IIM BG to accept the accommodation at farther locations, if the terms and the facilities/features are found to be attractive, meeting the requirement of IIM BG. The acceptability of such an accommodation will be solely that of the discretion of IIM BG.

2.4 The accommodation should have minimum of at least 4 (four) independent apartments each having two or three bedrooms rooms, 1 dining space, 1 common hall. 2- 3 bathrooms and toilets, and 1 kitchen. If a particular apartment has a mix of two and three bed room flats, such properties must have at least four separate two bed room and four three bed room flats.

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/arrangements for periodic maintenance (civil/electrical wear & tear as well as whitewashing/painting etc.) of the building/property offered and these provisions/arrangements 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 AC etc.

2.10 The responsibility for payment of all kind taxes such as property tax, income tax, water tax 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 BG within 30 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 there is some that will be responsibility of the owner. IIM BG 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 BG will not pay any brokerage for the offered property.

2.17 If there are mix of three and two bed room flats in the same apartment the bidder shall quote the rent of these flats separately. In case of mix of three and two room flats are quoted and offered for rent, the number of such flats independently should be at least four each.

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.

2.19 Properties with furniture will get preference over unfurnished or partially furnished ones and may be hired at discretion of IIM BG.

2.20 Overwriting, alterations, if any, in the Bids should be signed by the authorized

signatory. Preferably, the Bids should be in the typed form.

2.21 No tender will be accepted by Fax, E-mail, Telex or any other such means, except by hand, through Post or Courier.

2.22 Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

2.23 The property tax, water tax etc. levied by Local Govt. Central Govt. and maintenance of common area are to be borne by the Owner.

2.24 The apartment will cater for proper fire detection and fire - fighting system.

2.25 Semi furnishing of the apartments is desired. Bidders who provide the basic amenities and pieces of under mentioned furniture will be given higher priority. Cost accrual and compensation of these items will be negotiable:-

2.25.1 Double bed - two sets,

2.25.2 Four seater dining table and chairs - one set,

2.25.3 Study table and chair – one set,

2.25.4 Curtain rods across all windows and doors,

2.25.5 Cupboards/wardrobes in all bed rooms and kitchen.

3. EARNEST MONEY DEPOSIT (EMD)

3.1 There will be no earnest money required to be deposited.

4. PROCEDURE FOR SUBMISSION OF TENDER

4.1 Both the bids (Technical and Financial) and the Rent Assessment forms duly signed by owner or his Authorised Signatory should be sealed in three separate envelopes as described below:-

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

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

(b) Envelope 3 - containing the Rent Assessment duly filled and signed.

4.2 All the Envelopes should be super-scribed in bold letters with the statements 'TECHNICAL BID FOR ACCOMMODATION AT BODH GAYA ON RENT TO IIM BG' or 'FINANCIAL BID FOR ACCOMMODATION AT BODH GAYA ON RENT TO IIM BG', and 'ASSESSMENT OF RENT OF ACCOMMODATION BEING PROVIDED AT BODH GAYA ON RENT TO IIM BG', as the case may be.

4.3 Finally, the above-mentioned envelopes should be sealed in a single cover and addressed to the Chief Administrative Officer, IIM Bodh Gaya, DDE Buildings, Magadh University Campus, 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.

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

4.5 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.

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

4.7 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.

4.8 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.

4.9 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.

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

Chief Administrative Officer

मुख्य प्रशासनिक अधिकारी

Indian Institute of Management Bodh Gaya

भारतीय प्रबंध संस्थान बोधगया

DDE Building, Magadh University Campus, Bodh Gaya- 824234, India

Contact: 91 0631-2200238

Mob 9546367039

Email: cao@iimbg.ac.in

4.11 Queries, if any, raised by IIM BG 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.

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

5. PROCEDURE FOR OPENING OF TENDER

5.1 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. Once both are acceptable will then only the Rent Assessment forms envelope will be opened

5.2 The Tender Evaluation Committee appointed by the Competent Authority of IIM BG

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.

5.3 The bidders, if they so desire, can depute their representatives for opening of Bids. Technical Bids will be opened at 12:30 PM on 10th November 2018 in the office of the Chief Administrative Officer in the presence of representatives of Bidders present, if any.

6. BID EVALUATION

6.1 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.

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

7. PAYMENTS

7.1 All payments other than the ones notified as being paid separately by the occupants if any shall be made by IIM BG against the pre-receipted bills as per the rental deed to be executed between IIM BG and the owner or his/her legal representative.

7.2 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.

8. TERMS OF TERMINATION OF LEASE

8.1 The period of lease should be minimum five years with provision for extension of lease on mutually agreed terms.

8.2 The lease can be cancelled by either side by giving a notice in writing of a period not less than 6 months.

9. 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 inforce shall be applicable to such proceedings. The arbitration proceeding shall take place at Gaya only.

10. PENALTY CLAUSE

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

11. MISCELLANEOUS

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

11.2 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

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

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

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

11.6 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.

12. 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 BG**

1. Full particulars of the legal owner of the premises:
 - (a) Name:
 - (b) Address (office & residence):

 - (c) Telephone & Mobile No.:

 - (d) Telefax:
 - (e) E-mail ID:
 - (f) PAN no. & TAN No. (copies to be enclosed) :

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 CEO, 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 area,
 - (b) Total carpet area (floor wise)
 - (c) Year of construction.
 - (d) Certified sketch plan (enclosed)

- (e) Whether residential or dual use (residential-cum commercial).
 - (d) Distance (approximately) from IIM BG, DDE Buildings, Magadh University.
6. Total area offered for rent (floor wise) in sq. ft.
- (a) Carpet area
 - (b) Covered area
 - (c) Dimensions of staircase
7. 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.
8. Facilities for vehicle parking (capacity of vehicle parking space in terms of number of cars and two wheelers, separately).
9. Type of accommodation - whether single floor or multi-storey with provision of rooms on each floor or hall type
- (a) Hall/ Room Type
 - (b) Whether there are any conditions for carrying out partitioning as per requirement of IIMBG, if needed by the occupant.
10. 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.
11. Number of Toilets (flat wise), with details of capacity of each toilet i.e. WCs, Urinals, commodes and Wash Basin.

12. Whether running water, both drinking and otherwise, available round the clock.
13. Whether sanitary and water supply installations have been provided.
14. Whether electrical installations and fittings, power plugs, switches etc., are provided or not.
15. Whether building has been provided with fans or not. (if yes, the number of fans flat wise).
16. Whether provisions for Air conditioner with power points available or not?
17. Sanctioned electricity load
18. Whether willing to get the electricity load increased, if required by IIM BG.
19. Arrangements for maintenance. (Electrical)
20. Details of power backup facilities
21. Arrangements for operation, regular repairs and maintenance of such 'Power Back Up' facility.
22. The period and time when the said accommodation could be made available for occupation after the approval by IIM BG. Specify the lease period (minimum three years) with provision of extension.

23. Whether the owner of the building is agreeing to a monthly rent as determined and fixed by the competent authority like CPWD.
24. For what duration after handing over the possession to IIM BG, the rates quoted should remain unchanged.
25. Specify, provisions for regular repairs and maintenance and special repairs, if any of the building.
26. 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.
- (b) 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.
- (b) 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 BG may wish to take.

Signature:

Name:

Designation:

Aadhar Card No

Contact Nos

Annexure II

**TENDER DOCUMENT - FINANCIAL BID FOR HIRING OF
RESIDENTIAL ACCOMMODATION FOR IIM BG**

Full particulars of the legal owner of the premises:

a) Name:

b) Address (office & residence):

c) Telephone & Mobile No.:

d) Telefax:

e) E-mail ID:

f) Address of Property offered:

(g) Year of construction of the property:

(h) GST No

(j) PAN No

(k) Bank details

(i) Name of the Bank

(ii) Account details

(iii) Type of account SB/Current/ or any other type

**ASSESSMENT OF RENT OF ACCOMMODATION BEING PROVIDED AT BODH
GAYA ON RENT TO IIM BG**

Ser No	Brief description	Rate in Rs	Amount per month in Rs
01	Property offered for Rent:- (a) Total Carpet area (b) Total area including free space (c) Total Carpet area (d) Total area including free space (e) Rent of each of the Flat		
02	Additional offers : (a) Society/ Community charges if any and responsibility of paying those charges (b) Charges for providing basic furniture with details of furniture provided (c) Any other Charges, e.g., for maintenance, any extra feature, etc(specify). (d) Taxes if any <p align="center">Total</p>		

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.

Signature of the bidder

Name

Contact No

Date

Place