

## Notice Inviting Quotation (E-Procurement mode)

कोटेशन को आमंत्रित करने की सूचना (ई-प्रोक्योरमेंट मोड)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

भारतीय प्रौद्योगिकी संस्थान दिल्ली

HAUZ KHAS, NEW DELHI-110016

हौज खास, नई दिल्ली -110016

Dated/ दिनांक: 12/06/2020

Open Tender Notice No. /खुला प्रस्ताव निविदा सूचना नंबर: IITD/ISTA (SP-3020)/2020

Indian Institute of Technology Delhi is in the process of procuring following service (s) as per details as given as under.

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली निम्नलिखित मदों की खरीद की प्रक्रिया में है।

<b>Details of the Service</b> सेवा का विवरण	<b>Providing Accommodation with meals facilities for upto 450 Post Graduate students of IIT Delhi.</b>
<b>Earnest Money Deposit to be submitted</b> बयाना जमा करने के लिए जमा राशि	<b>Rs.1,00,000/ रुपये</b>

Tender Documents may be downloaded from Central Public Procurement Portal

<http://eprocure.gov.in/eprocure/app> . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदा दस्तावेज केन्द्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छुक बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है कि 'ऑनलाइन बोली के लिए निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी दिल्ली निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पर पूरा निविदा दस्तावेज ऑनलाइन जमा करें। अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार

No manual bids will be accepted. All quotation (Both Technical and financial quotations should be submitted in the E-procurement portal).

कोई मैन्युअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दोनों तकनीकी एवं वित्तीय को ई-प्रोक्योरमेंट पोर्टल में जमा करना चाहिए)

## SCHEDULE

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Source of Fund (Institute/Project)	Budget Code NPN-18/13
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	12-06-2020 (12:00 Hrs)
Document Download/Sale Start Date	12-06-2020 (12:00 Hrs)
Document Download/Sale End Date	10-07-2020 (15:00 Hrs)
Date for Pre-Bid Conference	18-06-2020 (11:00 Hrs)
Venue of Pre-Bid Conference	Dean, (SA) Committee Room
Last Date and Time for Uploading of Bids	13-07-2020 (15:00 Hrs)
Date and Time of Opening of Technical Bids	14-07-2020 (15:00 Hrs)
Tender Fee	Rs.NIL/- (For Tender Fee)
EMD	Rs.1,00,000/- (For EMD) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Asstt. Registrar (Students Affairs), IIT Delhi, Hauz Khas, New Delhi-110016
Contact No.	011-2659-1747
Fax No.	011-2658-2153
Email Address	arsa@admin.iitd.ac.in

**Chairman Purchase Committee, (Buyer Member)**

## **Instructions for Online Bid Submission/ ऑनलाइन बोली (बिड) के लिए निर्देश:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाण पत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों का मतलब है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां ऑनलाइन जमा करें।

More information useful for submitting online bids on the CPP Portal may be obtained at:  
अधिक जानकारी सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है:

<http://eprocure.gov.in/eprocure/app>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

बोलीदाताओं को "नामांकन के लिए यहां क्लिक करें" लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्युरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन नि: शुल्क है।

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इन का उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी (जैसे सिफ़ी / टीसीएस / एनकोड / ई-मुद्रा आदि), उनके प्रोफाइल के साथ।

- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार हैं कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी / ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग ऑन करता है।

## **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाताओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं 'मेरी निविदाओं' फ़ोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी कि गई है।

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

## **PREPARATION OF BIDS / बोली (बिड) की तैयारी**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझने के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या - जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

बोलीदाता, अग्रिम में, निविदा दस्तावेज / अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ / एक्सएलएस / आरएआर / डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor

certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध "मेरा स्पेस" क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे "मेरा स्पेस" क्षेत्र से जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की ज़रूरत नहीं है। इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

## **SUBMISSION OF BIDS/ बोली (बिड) का जमा करना**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन करना चाहिए ताकि वह समय पर बोली अपलोड कर सके या फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

- 3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).

बोलीदाता को निविदा शुल्क / ईएमडी को भुगतान के लिए "ऑन लाइन" के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से ऑन लाइन पर भुगतान करने की आवश्यकता होती है (अनुसूची, पेज नं .2 देखें)।

- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

बोलियों के सफल और समय पर जमा होने पर, पोर्टल एक सफल बोली प्रस्तुत करने का संदेश देगा और एक बोली सारांश बोली संख्या के साथ प्रदर्शित किया जाएगा। और अन्य सभी प्रासंगिक विवरणों के साथ बोली प्रस्तुत करने की तारीख और समय।

- 8) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

### **ASSISTANCE TO BIDDERS / बोलीदाताओं को सहायता**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए या निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

ऑनलाइन बोली प्रस्तुत करने या सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हेल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 है।

### **General Instructions to the Bidders / बोलीदाताओं के लिए सामान्य निर्देश**

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से ऑनलाइन प्राप्त होंगी तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

कंपनी के नाम में स्मार्ट कार्ड / ई-टोकन के रूप में मान्य क्लास II / III डिजिटल हस्ताक्षर प्रमाण पत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाण पत्र अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी "डीएससी के बारे में सूचना" लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

- 3) Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

निविदाकर्ता को सलाह दी जाती है कि वे निविदाकार को निर्देश दिए गए हों ताकि ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल के जरिए <https://eprocure.gov.in/eprocure/app> पर ऑनलाइन निविदाएं जमा कर सकें।

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**Hauz Khas, New Delhi – 110016**  
**(Student Affairs Section)**

**NOTICE INVITING QUOTATION**

Indian Institute of Technology Delhi (hereinafter referred as “Institute”) invites online quotations from Indian interested parties (bidder) who can provide accommodation (with meals facilities) for upto 450 Post Graduate students of the Institute. The terms & conditions specified in the tender documents, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>

**TERMS & CONDITIONS:**

1. The accommodation should be available
  - i. Preferably within a radius of 1.5 kms from the Institute.
  - ii. Preference shall be given to those close to any of Institute’s gate.
2. Total accommodation is required for **450 students** (boys). Any participating Contractor should be able to provide accommodation for a minimum number of **80 students**.
3. The Contractor shall be an owner or competent/duly authorized agency to lease the premises being offered. The tenders shall be accepted only from owners/lease holders of the property. Offers from brokers will not be entertained. No brokerage shall be paid for taking the property on lease/rent.
4. Following facilities/amenities are required in the room :-
  - a. One bed with mattress & pillow per student
  - b. One study table with chair per student
  - c. One almirah per student ( around 3 by 5 ft)
  - d. One looking mirror with 3 ft. length & 1.5 ft width
  - e. WIFI facility (~20mbps)
  - f. Ceiling-fan/cooler
  - g. Window net to stop mosquitos
  - h. Proper ventilation in rooms and common area
  - i. Curtain rod/hooks
  - j. Electric sockets/plugs for each student.
  - k. Attached bathroom and toilet per room is preferred. In case of common bathroom and toilet it should not be shared by more than 6 students. There must be an exhaust fan in the toilet. Western toilets are preferred.
5. Following facilities are also required in the building (all *charges included in accommodation except electricity bill*)
  - a. Common seating place with some basic amenities (TV, notice board, sofa/chairs) for atleast 10 students at a time.
  - b. Sufficient numbers of RO drinking water facility with water coolers. Quality of drinking water must be checked routinely.
  - c. Hot water facility during winter (Oct to March)
  - d. Proper and regular cleaning and sanitization in each room, toilet/bathroom and common places
  - e. Place outside building must also be kept neat and clean. Proper fogging/sanitization to be done as per requirements.
  - f. Washing machines (atleast 1 machine per 50 student).

- g. First aid box
  - h. Water and electricity supply round the clock. There should be Generator/invertor backup.
  - i. Electricity charges will be paid by students as per use. Separate electricity consumption meters for the accommodation offered is preferred.**
  - j. Facility of thermal scanning and sanitizers at entry gate (particularly till COVID-19 pandemic ends)
6. The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment, neat and clean
7. There should be a mess facility in the building with following points:
  - a. Mess charges to be paid separately by students as per menu and these should be reasonable (should not exceed Rs110 per day per student)
  - b. Meal must have a balanced diet and hygienic.
  - c. Student mess incharge/committee can help in creating menu (a suggestive menu is enclosed as Annexure II)
  - d. Mess supervisor should be available who will be responsible for running mess activity.
  - e. Bidder should be responsible for payment of mess staff.
8. Proper mechanism for recording and resolving complaints related to maintenance/repair work in rooms/common-area should be available. Complaints and issues should be resolved on timely manner (within 48 hours) and alternative arrangements to be made available in case of delays.
9. Safety and security (charges to be included in the accommodation charge):  
These building should have basic safety and security mechanisms like:
  - i. Emergency exit room with signs
  - ii. Fire extinguishers
  - iii. Security guard (24x7)
  - iv. Care taker (12x6)
  - v. Emergency bell or alarm
  - vi. CCTV monitoring for common places (Entry Gate and Stairs)
10. Any selected organization should be able to provide accommodation to a minimum of 80 students.
11. The hostel building is required to accommodate 1 or 2 students per room as per size of the room.
12. The electricity and water supply lines / connection shall be provided by the Contractor at his own cost and expenses. Electrical installation and fitting like power plugs, switches, charging points etc. must be in place.
13. Service Maintenance shall be taken care by Contractor
14. Accommodation will have to be made available by 01.08.2020 and should be ready for moving in. Initially, tenure will be of 1 year (till 31.07.2021) and renewable for another year may be required. Exact date of start of the contract might be delayed (maximum one month till 01-09-2020) due to uncertainty in start of the semester post covid-19.
15. The Institute is expecting 450 students; however, unoccupied seats (maximum number can be upto 20% of the committed seats) will be surrendered to bidder after two months from the start of agreement. The Institute will pay for all



committed seats for first two months and will pay only for occupied seats (atleast 80% of committed seats) for the rest of the tenure.

- 16.No commercial activity other than the Hostel will be carried out on the leased premises.
- 17.Building will be inspected/reviewed by a committee from IITD and final decision for award of contract to be taken after the feedback of committee.
- 18.Contractor shall enter into an agreement for execution of this contract as per prevalent rules and regulation of Govt. of India and shall bear full cost for the same.
19. The properties offered for accommodation shall have clear title and shall be free from all encumbrances, liabilities, disputes and litigations with respect to ownership; lease/renting and shall have all the required regulatory and statutory approvals/permissions from the competent authorities, for use as accommodation for students.
- 20.The responsibility for payment of all types of taxes such as property tax, municipal tax, taxes for utilities etc. shall vest solely with the Contractor. However, GST, if any, paid by the owner shall be reimbursed on actual basis.
- 21.Rates finalized after award of contract shall be valid for one year. In case of extension of the agreement for the next year, variation in quoted price may be considered (based on the price index/price escalation), if approved by the Institute authorities.
- 22.The agreement for hiring of buildings/accommodation shall come into force from the date mentioned in the contract after it is executed and shall remain in force for the period agreed upon.
- 23.PAYMENT: The Institute will only be liable to pay fixed monthly rent charge. Electricity charges on the basis of actual consumption and mess charges will be paid by the students. The Institute will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the building premises.
- 24.The Institute shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards rent during the preceding one month. The monthly bill shall be verifying by the Institute. Tax recovery and tax deposit will be through Accounts section, IIT Delhi. No other charges of any kind shall be payable. No advance payment/security deposit shall be made to the agency. There would be no increase in rates payable to the Agency during the Contract period. The Income-tax (TDS) as applicable shall be deducted from the bill unless exempted by the Income-tax Department. The basic rates quoted are fixed. GST as per actual will be applicable and paid extra. If genuinely paid by the bidder.
- 25.PENALTY CLAUSE: The Institute 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, the Institute may impose penalty on the bidder for those deficient services. The penalty will be decided by the expert committee of the Institute and the decision will be binding on the bidder/ building owner. The agency will be fined in case of violation of the following rules on the recommendation of Institute Committee:

- a. Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 5,000/- on the agency.
- b. 3 or more complaints of insects and/or foreign object cooked along with food found in any food item would invite a fine of Rs. 10,000/- on the agency.
- c. 3 or more complaints of unclean utensils in a day would lead to a fine of Rs. 10,000/- on the agency.
- d. If mess committee agrees that certain meal was not cooked properly then a fine of Rs. 10,000/- would be imposed on the agency.
- e. If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes of breakfast, then a fine of Rs. 5,000/- would be imposed on the agency. The timing for that meal will be extended equivalent to delay time.
- f. Changes in menu of any meal without permission of mess committee would result in a fine of Rs. 10,000/- on the agency.
- g. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 10,000/- on agency for every instance.
- h. For any rules stated in the agreement, -First violation of the rule implies fine as per the rule. -Second and subsequent violations of the same rule within 30 days of previous fine will attract triple the initial amount of fine on the agency.

26. **TERMINATION:** The Agreement may be terminated by giving three month's advance notice and a letter with proper justification 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 the Institute.

27. **Rights of IIT Delhi:** - Irrespective of the offers received or their competitiveness, the final decision on choosing accommodation or no accommodation at all, will vest in entirety with the Institute. The Institute reserves the right to suitably increase/reduce the scope of work put to this Tender. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the contract Document, interpretation of the Clauses by the Institute shall be final and bindings on all Parties.

28. **Dispute Settlement:** - It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director of IIT Delhi whose decision shall be final and binding on both the parties, and the jurisdiction of court of law shall be Delhi.

29. The bidder is expected to examine all instructions, terms and specifications in the tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each

bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification criteria, maintenance of premises, availability of regulatory/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of lease etc. will be deemed to be material deviations. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the bidder by correction of the non-conformity. The Institute will evaluate and compare the Price/Financial/Commercial bids of only those Technical bids which have been determined to be substantially responsive. The Institute will award the contract to the successful bidder who has been determined to qualify to perform the Contract satisfactorily, and whose bid has been determined to be substantially responsive, and is the lowest evaluated bid.

30. Insolvency etc.: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, IIT Delhi shall have the power to terminate the contract without any prior notice.
31. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
32. The successful bidder will have to deposit a Bank Guarantee @ 5% of the total contract value within 15 days from the date of contract by way of demand draft/ Bank Guarantee in favour of "IIT Delhi" drawn on any Nationalized Bank/Scheduled Bank and payable at New Delhi and valid for 60 days beyond the expiry period of contract.
33. The successful bidder will have to be made available building for accommodation as specified at Sl. No. 14 above, otherwise the contract may be cancelled and EMD will be forfeited.
34. Conditional bid will be treated as unresponsive and it may be rejected.
35. Procedure for Opening & Evaluating of Tender Bids (Technical):
  - a. The Committee or a Sub-Committee constituted by the Institute will open the Technical bids in the presence of the bidders or their duly authorized representatives (max one person/representative per bidder), on the date and at the time herein specified.
  - b. Detailed evaluation of the Technical Bids then follows, about their conformity with the requirement specifications as well as other relevant factors. For the bids that qualify in the first stage of evaluation, the second stage (spot study) follows, wherein, inspection of the premises offered along with facilities and amenities would follow. This will lead to a third-stage, where the Price bids of the finally short-listed bidders (only) would be opened and evaluated.

36. Essential documents to be furnished –

- a. Copy of the title deed of the property (Registry/Fard/title-deed document)
- b. Copy of building plan duly approved by local government body
- c. Particulars of completion certificate, stage of construction, year of construction, age of the building etc. (enclose attested/ self-certificated copy of completion certificate, occupancy certificate, fire-clearance certificate, license for lift operation etc. issued by competent authority)

[In case of buildings are located in Lal Dora area, the following documents are required instead of clause 36(b) and (c). (i). Ownership document/ Power of Attorney/ Registration of building, if any. (ii). Legal status of holding of building such as building proprietorship/ partnership/lease, if other, please specify.]

- d. Affidavit from owner / bidder that the accommodation offered is free from all encumbrances, liabilities, disputes and litigations with respect to its ownership; lease/renting and that it has all required approvals/permissions from the competent authorities, for use as hostel accommodation
- e. IT Returns for the last three Assessment Years
- f. Floor plans of the accommodation
- g. Proof of payment of all statutory/government dues like property taxes, electricity, telephone, water charges as applicable, as on date of Tender submission
- h. Supporting documentation for facilities and amenities; furniture and fixtures.
- i. CA certified documents regarding turnover.
- j. Copy of PAN number / Service Tax Registration Certificate/ GST.

## **Essential information to be included in the bid**

1. Nature of rooms including its size, expected occupation per room and facilities in each room.
2. Indicate the number of floors in the building and availability of lift facility.
3. Nature of shared/attached facilities to be provided including toilets, bathrooms, pantry etc. which should be in good condition and hygienic for required number of students.
4. Also indicate the model – whether complete building(s) would house only students of the Institute or it would be shared with other residents. Further the approximate number of seats in each building should be mentioned.
5. A list of facilities to be made available without extra charges (in room as well as in common area).
6. Optional facilities (if any) to be made available with costs and rates.
7. Include monthly room rental per student.
8. Provision of meals and the expected charges for the same per student.

The tender Document containing the details can be downloaded from the website of the Institute [www.iitd.ac.in](http://www.iitd.ac.in). Further details, if any, may be obtained from the office of Off-campus accommodation, IIT Delhi Admin Block, Hauz Khas, New Delhi-110016 during working hours.

**Qualification Criteria:** Following will be the minimum pre-qualification criteria. Each eligible Contractors should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

1. The firm should be in the business of providing similar services for at least 02 years as on 31.3.2020.
2. The Bidder should have an annual turnover of Rupees 1 crore in each of the last 2 consecutive Financial Years (FY 2017-18, 2018- 19) in Hostel/Paying – guest/Hotel related business. CA certified document with name of CA registration number, signature and stamp to be attached.
3. The firm should not have been blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies.
4. PAN No. / Service Tax Registration Certificate/GST. Please attach relevant documents.
5. The applicants should have their registered offices in NCR Delhi. Address details be provided.

## COMPLIANCE SHEET

## Technical Specification

S. No.	Technical Specification	Compliance Yes/No	Please specify Deviation if any
1.	<b>Nature of Rooms</b>		
	Size of the room: 90 - 150 Sqft		
	<b>Expected occupation per room</b>		
	Single Room (Minimum 90 Sqft)		
	Double Room (More than 100 Sqft)		
	<b>Facilities in each room:</b> Bed with mattress & pillow, study table with chair, cupboard/almirah, lights, fan, charging points, wall clock, one looking mirror, window net mesh (for mosquito), WIFI, curtain rod/hooks,		
2.	Nature of shared/attached facilities to be provided:-		
	1. Attached toilets/bathroom		
3.	Indicate the model- whether complete building(s) would house only IIT Students or it would be shared with other residents		
4.	Approximate number of seats in each building		
5.	Facilities to be made available without any additional charges:-		
	24x7 Water availability		
	Drinking water through RO System along with water cooler		
	Wifi (proper speed, ~20 mbps)		
	Power Backup		
	Basic Gym facility		
	Specify any other facilities		
	Washing machines		
	Geysers		
6.	Optional facilities to be made available with costs and approximate rates to be charged to students (optional) A) Industrial air cooler B) AC facilities		
7.	<b>Provisions for three meals per day as per Menu through buffet system</b>		
8.	Minimum and maximum number of seats your organization can provide		
9.	Please provide the time period by within the accommodation will be ready		
10.	The accommodation should be available a. Preferably within a radius of 1.5 kms from IIT Delh		

	(any of IITD gate), Hauz Khas, New Delhi		
11.	The firm should be in the business of providing similar services for atleast 2 years as on 31.03.2020		
12.	The firm should not have been blacklisted by any Central Government/ State Government/ PSU/Govt. Bodies		
13.	PAN No./Service Tax Registration Certificate/GST. Please attach relevant documents.		
14.	The applicants should have their registered offices in NCR Delhi. Address details be provided.		
15.	The Bidder should have an annual turnover of Rupees 1 crore in each of the last 3 consecutive Financial Years (FY 2017-18, 2018- 19 & 2019-20). CA certified document with name of CA registration number, signature and stamp to be attached		

**Signature of Bidder**

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

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

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

**Suggestive Mess menu (Optional)**

<b>MENU</b>		
Sl. No.	ITEM	Quantity
Breakfast Mandatory item: The Contractor would provide a “breakfast plate” consisting of following mandatory items. (Everyday)		
1	Bread Slices	Min. 4 pieces (big size)
2	Butter Cube	10.00 gms
3	Jam	10.00 gms
4	Butter (with no jam)	15.00 gms
5	Unadulterated Milk	250 ml.
6	Cornflakes or dalia (each item should be served not less than three days in a week)	100 gms. (cooked weight)
7	Tea and Coffee	150 ml
8	Fruits everyday	This will include a blend of apple/mango, banana, orange, papaya, water melon. The Contractor would also provide about 3-4 items from the list given below every day. The students can choose any one item from the said <u>prepared items</u> that is included in the <u>regular breakfast item</u> . In addition the students could also choose additional items on extra payment basis.
9	3-4 items of the following to be served everyday from the following list	One egg (boiled/fried/omelette) or a vegetable cutlet, poha, upma, dosa plain, stuffed parantha, jalebi (once in a week), idli sambar, sambar vada, uttapam or any other item with the approval of Warden/ DOS/Mess Committee. Further items in the list can be included in consultation with the Mess Committee Members.
<b>Meals- Lunch</b>		
10	Dal	Unlimited
11	Vegetable	Unlimited
12	Curd/Raita	50g
13	Tandoori/Tawa/Rumali Roti/Nann/Poori	unlimited ( each at least once a week)
14	Rice	Unlimited
15	Green salad	Normal
16	Pudina/ Dhania Chatney	Normal
17	Papar/Achar	Normal
<b>Dinner</b>		
18	Dal	Unlimited
19	Vegetable	Unlimited
20	Tandoori/Tawa/Rumali Roti/Nann/Poori	unlimited (each at least once a week)
21	Rice	Unlimited
22	Green salad	normal
<b>Additional Item Category-A</b>		
23	Dessert (everyday)	(kheer, gulab-jamun, rasgulla, halwa (carrot/suji/dal), cake curstard, fruit custard,fruits cream, ice- cream to be served after every dinner.
As specified in the detailed menu. The dessert shall not be repeated during the week.		
24	Western Dinner* (once in a week) The	limited will include Salad, bread butter,



	regular inner shall be replaced by the following	macroni/noodles,chips, soup/coffee/mango shake, custard/ice-cream/fruit cream cake or fruits or Paneer Bhurji for veg.
<b>Additional items on extra payment basis: Category-B</b>		
<b>Lunch/Dinner</b>		
(i)	These may include fried rice.	
Additional items on extra-payment may be made available with prior approval along with their rates of the Dean of Students/Warden/Mess Committee.		
<b>Note:</b> Rates for <u>mandatory items</u> may be quoted under 'A' category and additional items on <u>extra payment</u> may be quoted under 'B' category and sealed in Financial Bid.		
ii)	<b>Evening Snacks</b>	
Samosa, patty, aloo bonda, paneer/veg pakoda, bread rolls, cutlets, pastry, mathi, kachori, namak para.		
<b>Additional Item:-</b>		
Non veg will be made available on extra messing with prior approval along with rates from Dean (SA)/Warden/Mess Committee. Preparation of Non-veg will not be allowed in the Hostel and will be procured from outside.		
<b>Note on the Menu:</b>		
<ol style="list-style-type: none"> <li>1. (a) Paneer will be served during Lunch or Dinner twice in a week.</li> <li>2. For lunch and dinner a variety must be ensured. Dal of different varieties must be served on different days and for lunch and dinner. This may include the following: moong dhuli, moong sabut, moong chilke wali, masur dhuli, masur sabut, chana daal, arhar, kaala chana, safed chana, lobia/raungi, rajma, urad sabut etc. No dal must be served more than twice during a week. Similarly, the vegetable of different varieties preferably, seasonal vegetables, must be served. The same vegetable must not be served more than twice during a week. The content of potato in any cooked vegetable must not be more than 25% except when potato vegetable is identified in the menu. If any dal or vegetable is served more than twice on any occasion, the residents will have the right not to pay for that item on that day after the Hostel Mess Committee has certified the extra repetition of the item.</li> <li>3. The detailed daily meal-wise menu specifying the dals and vegetables to be served will be identified in the beginning of each month by the Hostel Mess Committee in consultation with the contractor. It will be mandatory for the contractor to serve this menu. In case of any difficulty in the same, Mess Committee must be informed well in time.</li> <li>4. The Contractor will be required to provide khichri or any other suitable item including boiled vegetable etc. for <u>sick resident(s)</u> in lieu of the regular meal.</li> <li>5. For residents <u>observing fasts</u>, the Contractor will provide the substitute item in lieu of the regular meal after a minimum number of <u>ten residents</u> ask for the substitute meal.</li> <li>6. Certain branded items like cold drinks, biscuits, chocolates, chips etc. may be stocked by the contractor and sold to the residents at the normal market price on payment by cash or coupon during breakfast, lunch, tea time and dinner.</li> <li>7. The Contractor will <u>not</u> serve any item whose rates have <u>not</u> been approved by the Dean Student Affairs beforehand.</li> </ol>		
<b>Quality of ingredients and other items:</b>		
The ingredients used must be of reputed brands, some of which have been listed below:		
<ol style="list-style-type: none"> <li>1. Butter will be Amul/ Mother Dairy Product.</li> <li>2. Jam will be of Kissan / Pan / Tops / Safal</li> <li>3. Oil will be refined oil: Dhara/Sundrop/Dalda/saffola</li> <li>4. Rice will be good basmati (choice of brands to be pre-approved by the Competent Authority/ Hostel Mess Committee.</li> <li>5. Wheat atta must be approved by the Dean, Student Affairs/Hostel Mess Committee</li> <li>6. Coffee will be Nescafe/Bru.</li> <li>7. Tea must be branded, brand approved by the Hostel Mess Committee.</li> <li>8. Milk will be toned milk of Mother Dairy /DMS, Amul.</li> <li>9. Ketchup and pickles will be of Tops /Kissan/Nafed/ MTR</li> <li>10. Salt will be iodized branded salt and masalas will be of either MDH or BMC. Or any other approved brand.</li> <li>11. Besan will be of Pan or Rajdhani brand (s)/ Shakti Bhog</li> <li>12. Brand of any other item required or any of the above items, in case of non-availability of above brands, will be mutually decided by the Hostel Mess Committee and the contractor and approved by the competent authority.</li> </ol>		

## Bid Submission

### Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:-

<b>Envelope – 1</b> (Following documents to be provided as single PDF file)			
Sl. No	Document	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure - I	.PDF
2.		Suggestive Mess menu (Optional) as per Annexure - II	.PDF
<b>Envelope – 2</b>			
Sl. No	Document	Content	
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format. <i>(Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specs is not to be included for overall comparison.)</i> Bids for optional items are to be submitted in 'sheet2_Quote for optional items'	.XLS