



**Tender Ref. No:** IIPE/SnP/Hostel/2025-26/ 02

**Date:** 15<sup>th</sup> July, 2025

**NOTICE INVITING TENDER(NIT)**

Sealed Tender (Two Bid System) is invited from all the eligible vendor (a single owner or single duly-authorised power of attorney holder) for **"Providing Fully Furnished Hostel Premises to Students of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam"**.

Bid document consisting of two parts is available on the Institute website <https://iipe.ac.in/alltenders> from where the same can be downloaded. This can also be accessed on CPPP Portal.

**Critical Dates of Tender:**

| Sr. No | Particulars                            | Date   | Time       |
|--------|--|--|------------|
| 1.     | Date of Publication/Download of Tender | 15 <sup>th</sup> July, 2025  | 11:00 Hrs. |
| 2.     | Bid Submission Start Date              | 15 <sup>th</sup> July, 2025  | 11:30 Hrs. |
| 3.     | Bid Submission Close Date              | 21 <sup>st</sup> July, 2025  | 13:00 Hrs. |
| 4.     | Opening of Technical Bids              | 21 <sup>st</sup> July, 2025  | 13:30 Hrs. |
| 5.     | Opening of Price Bids                  | Of only those bidders, who qualify in the technical evaluation. Schedule will be intimated later |            |

The bids should be submitted in two parts i.e. the Technical Bid and the Financial Bid. The envelop consisting of Technical bid documents and the envelop consisting of Financial bid documents should be put together in one separate envelop with super scribing "Technical & Financial Bids for **"Providing Fully Furnished Hostel Premises to Students of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam"**.

Submission and opening of bids shall be as per the above schedule. Bids received after **13:30 PM** on **21.07.2025** shall be summarily rejected and no explanations whatsoever, shall be entertained in this regard. Complete tender documents in one envelop should be submitted at the address mentioned below:

The Tender Box,  
**C/o The Registrar**  
Indian Institute of Petroleum and Energy,  
2<sup>nd</sup> Floor, AU Engineering College  
Andhra University, Visakhapatnam – 530 003.  
Tele: 0891-2856015.  
Email: [procurement@iipe.ac.in](mailto:procurement@iipe.ac.in)

*Note:* All correspondence/ communication on the scheme should be made at the above address only.

-Sd/-  
**Registrar**

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| <b>14.</b>     | Signed copy of Extract of route map indicating distance by road from IIPE Visakhapatnam Transit campus.                           |
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## **1.INSTRUCTIONS TO BIDDERS**

Indian Institute of Petroleum and Energy, Visakhapatnam is established by the Government of India under the aegis of the Ministry of Petroleum and Natural Gas, GoI in the year 2016 at par with IITs & IIMs. The Indian Institute of Petroleum and Energy Act, 2017 enacted by the Parliament declared it as an 'Institution of National Importance'. It is presently operating from its temporary campus located at 2<sup>nd</sup> Floor, Main Building, AU College of Engineering (A), Visakhapatnam, Andhra Pradesh – 530003.

Sealed bids are invited from the eligible vendor (Single Owner or a single duly authorised power of attorney holder) to provide '**Fully Furnished Hostel Premises to Students of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam**', adhering to the following instructions and guidelines etc.

Offers are invited from eligible parties directly (no brokers) based on the eligibility criteria and general terms and conditions mentioned below. Interested bidders may download the copy of the document from websites, i.e., <https://iipe.ac.in/alltenders> or <https://eprocure.gov.in/epublish/app>. Any corrigenda or amendments will be posted on the Institute's website only and the bidders are advised to keep visiting the Institute's website regularly for updates/changes.

A Committee duly constituted by the Competent Authority would evaluate the eligible Technical Bids submitted by the bidders and the Financial Bids (i.e., Commercial or Price Bids) of the short-listed bidders.

Members of the Committee would visit for inspection the premises/building/apartments of only those shortlisted bidders who meet the eligibility criteria.

Thereafter, based on the overall suitability of the premises offered, as determined by the Committee, the Institute would qualify the bidders and open the financial bids of such qualified bidders only.

At the time of bid opening a 'Letter of authorisation for attending bid opening' to be produced to the Committee.

### **The Bid document:**

The bids shall be in two parts i.e. (i) The unpriced Technical Bid (Part-I) and (ii) The Financial Bid (Part-II). The unpriced Technical Bids have to be submitted in **Annexure-A to Annexure-J** while the Financial Bid shall be in **Annexure-K**.

### **A. Unpriced Technical Bid (Part-I) :**

The Technical Bid consisting of **Annexure-A to Annexure-J** shall be put in a sealed envelope duly super scripted "Technical Bid for Providing Hostel Premises to Students of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam".

### **B. Financial Bid (Part-II):**

The Financial Bid (**Annexure – K**) should be put in a separate sealed envelope duly super scripted "Financial Bid for Providing Hostel Premises to Students of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam".

Thereafter both the envelopes should be put in separate larger sealed envelope duly super scripted "Technical & Financial Bids for Providing Hostel Premises to Students of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam".

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

Bidders are to 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.

Out of the Bids so received, the **Un-priced technical bid** of the offers received will be opened first on the given time & date while the Financial bid will be opened of only such bidders whose technical bids are found to be acceptable. Date and time of opening of the financial bids will be intimated separately to such short-listed bidders through e-mail. As such, the bidders should keep watching the Institute website regularly.

If any bidder desires to be present at the time of opening of bids, he shall either himself or his duly authorized representatives (not more than two persons) may remain present during the tender opening. No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.

No request for clarification received after the stipulated date and time, shall be considered. IIPE Visakhapatnam will issue clarification in writing only if deemed fit.

While submitting the bid, tenderers are requested to ensure that bids comply to the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon, will be borne by the tenderer, IIPE Visakhapatnam will bear no financial implication on this account.

For financial bids it is a mandate for the bidder that they submit the financial document as per **Annexure-K**.

If the last date of receiving / opening of the bids coincides with a holiday, then the next working day shall be the receiving / opening date.

The Bidder may seek clarifications on any clause of the tender document up to date mentioned in the bid document. Any request for clarification must be sent to the said e-mail with subject "**Providing Fully Furnished Hostel Premises to Students of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam**". The Institute will respond through e-mail and, if institute deem necessary, it may amend the bid document as a result of any clarification.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating / complying with the changes / amendments issued, if any, during pre-bid meeting in their bid.

#### **Amendment of bid document:**

At any time prior to the deadline for submission of bids, IIPE Visakhapatnam may, for any reason modify the Bidding documents by amendment by issuing an addendum / corrigendum on Institute (IIPE) website. The addendum/ corrigendum will be binding on all the bidders.

In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, IIPE Visakhapatnam may or may not, at its discretion, extend deadline for the submission of the Bid.

No Oral statements/written statement made by the Bidder after submission of tender shall be considered.



## General conditions:

- Each and every page of bid including any other documents must be signed under seal of the bidder.
- The bids should be complete in all respects. Any bid incomplete in any manner would be liable for outright rejection.
- Cutting or overwriting should be avoided. However, in case of the same being inescapable, every such cutting/ overwriting should be duly attested.
- Bid being submitted must be the document duly downloaded from the Institute (IIPE) website/ CPPP only and no other form. Bid in any other form or containing unrelated attachments or with conditions / riders shall not be entertained.
- Bids should be submitted in spiral binding preferably.
- Bids should be supported with proper documentary evidence to substantiate all the requirement prescribed in the bid document.
- Separate sheet may be attached if there is insufficient space in the relevant column/clause in which information / details are to be furnished.
- Part-I and Part-II of the bid document besides the letter of award of contract issued by the Institute to the successful bidder shall form and be the integral parts of the contract.
- Bidder/Tenderer shall mean the company who submits the tender and enters into contract with IIPE Visakhapatnam and shall include their executors, administrators, and successors and permitted assignees.
- Any conditional bid or a bid that is not in the prescribed Performa will not be accepted.
- The bid shall remain valid for a minimum period of **three months** from the last date of bid submission and it is must. No claim for escalation of the rate will be considered after the opening of the tender. No bidder shall be permitted to withdraw its bid before the aforesaid given time.
- Each paper of Bid Document must be signed under seal by the competent authority of the Bidder.
- **The contract will initially be for a period of 5 months and may be extended for up to 1 year, based on the firm's performance at the end of the initial contract period and upon mutual consent, under the same agreed terms and conditions.**
- The contract is liable to be cancelled at any time if found and/ or reported by students and/ or inspecting team about poor services rendered in the mess without giving any notice period/time.
- MII Compliance as per Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017B.E. II dated 15th June 2017 and its subsequent amendments.
- **Performance Bank Guarantee (PBG):** (i) A Performance Bank Guarantee of 5% of the contract value shall be submitted by the Seller from any nationalized bank in favour of the Registrar, IIPE Visakhapatnam. The PBG must cover the entire duration of the contract and remain valid for a period of 60 days beyond the contract period. In the event of an extension of the contract, the PBG shall be renewed accordingly to cover the extended period. The Performance Security must be submitted to the Buyer within 15 days from the date of award of the contract. No interest shall be payable on the Performance Security/PBG or on any other amounts payable by the Seller to the Buyer under the contract.  
  
(ii) If the vendor is found to be in violation of any terms and conditions of the contract at any stage during the tender or contract period, the Performance Bank Guarantee (PBG) shall be liable for forfeiture without any further notice.

## **Canvassing, Fraud and Corrupt practices:**

Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be.

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official.
- b) "Fraudulent practice" means a misrepresentation of facts in order to influence Tender process or an execution of a contract to the detriment of the scheme and includes collusive practice among bidding Bidder/Authorized Representative (prior to or after bid submission) designed to establish bid prices at artificially non-competitive levels and to deprive the scheme the benefit of free and open competition;
- c) IIFE Visakhapatnam will reject a proposal for award if it determines that the Bidder have engaged in corrupt or fraudulent practices.
- d) IIFE Visakhapatnam will declare a firm ineligible, either indefinitely or for a stated period of time, for being awarded a contract if it at any time, it determines that the bidding agency have engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

## **Action against the Bidder:**

Furnishing incorrect information in the offer, failure to act according to tender condition, non-fulfilment of any or whole of the contract may entail black listing of bidder in addition to taking other appropriate action against the bidder.

## **Disputes:**

In respect of all tender conditions, and / or any matter connected therewith the decision of IIFE Visakhapatnam shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Visakhapatnam Courts only.

In case of dispute of any claim, a committee consisting of the representative of the firm and IIFE Visakhapatnam will be set-up to resolve the dispute. However, this arrangement does not preclude the members to approach the regulatory authorities.

## **Arbitration:**

All disputes about the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed thereunder and in force shall be applicable to such proceedings. The Competent Authority of IIFE Visakhapatnam or a person nominated by IIFE Visakhapatnam shall be the sole Arbitrator. The costs of arbitration shall be borne equally by both the parties.

## **Assistance to bidders:**

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority through email at '[procurement@iife.ac.in](mailto:procurement@iife.ac.in)', Tel.No. 0891-2856015

## **Interpretation:**

Should there be any misgivings or difference in the meaning or interpretation of any stipulation or clause of the bid document, the same shall referred to Director of the Institute whose decision in this regard shall be final and binding on the parties.

**Jurisdiction:** All disputes shall be subject to jurisdiction of Visakhapatnam Courts only.

## **2. CONDITIONS OF CONTRACT & QUALIFICATION CRITERIA**

### **The Terms and Conditions:**

- The Bidder/Lessor shall be an owner or competent/duly authorized power-of- attorney holder to lease the premises being offered. The tenders shall be accepted only from such owners/ Power -of attorney (PoA) holders of the property. Offers from brokers will not be entertained. No brokerage shall be paid by the Lessee for taking the property on lease/rent.
- The responsibility for payment of all types of taxes such as property tax, municipal tax, taxes for utilities etc. shall vest solely with the lessor.
- The properties offered for accommodation shall have clear title and shall be free from all encumbrances, liabilities, disputes and litigations with respect to ownership or construction as per approved plans or bye-laws as per Local/Municipal Bodies. IPE Visakhapatnam shall be not liable in any manner in such matters.
- The Lessor shall provide electrical, sanitary and other fittings and fixtures (as described later). The Institute shall correspond only with the shortlisted bidders.
- Incomplete bids, bids received late, bids not conforming to the specifications and/or the instructions contained herein, will be rejected summarily.
- Any form of canvassing/influencing will attract rejection of bid submitted by the bidder and the Institute reserves the right to take such penal action (e.g., blacklisting the Bidder for the present and future etc.) as it deems fit.
- 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 Institution.
- 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 the highest evaluated bid score.
- Offers received from Government Bodies/Public Sector Undertakings/State Housing Boards etc. would be given preference.
- Should have minimum 3 years' experience in Under taking similar works form Academic/R&D/PSU/Govt. organization/ running of Paying Guests (PG) Hostels for providing mess & hostel services etc.,
- The premises should have all required electrical fixtures and fittings, such as switches, power points, fans, lights, etc. along with DG Set of required capacity for running all electrical equipment in 24 x 7 mode. Equipment not backed up by the DG Sets for uninterrupted or 24/7 operations should be stated explicitly.
- Light fitting, power sockets, etc. should be provided as per standard designs by the Lessor.

- The offered space should be in a ready to occupy condition with approved electricity, water, sewerage connections, etc. The electric power load available and the specifications of power back-up should be clearly indicated.
- Flooring should be of vitrified tiles/marble/granite of standard quality. The internal and external walls and ceiling should be properly painted with standard quality paint.
- The owner should make available, parking space in the premises.
- IIPE Visakhapatnam reserves the right to set up additional generator sets and other electrical fittings in the premises/common areas of the building as required from time to time for any of its additional/specific uses and the successful bidder shall facilitate such installations at no additional cost.
- If at any stage it is found that any of the details/documents furnished by the bidder is/are false/misleading/fabricated, the bid would be liable for cancellation without intimation to the bidder.
- Notwithstanding anything contained above, the Institute reserves the right to reject all or any bid as recommended by the Tender Committee and is not bound to divulge any reason to the unsuccessful bidders.
- **The Hostel accommodation for 50 No's of Students (Boys).**
  - The Purchaser reserves the right to increase or decrease the quantity (Rooms) to be ordered up to 25% of bid quantity(rooms) at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates.
  - The vendor should provide catering also to the hostel students in the premises viz. Breakfast, lunch, evening snacks & dinner etc., The present rates for providing mess/catering services as mentioned above ceiling up to **Rs.5,500/-** per student per month, it should be collected from the Students directly/as advised by IIPE authority/warden. The tentative menu for Breakfast, lunch, evening snacks & dinner is enclosed at **Annexure -J**, the menu will change time to time as determined by the IIPE Hostel Wardens/Authority.
  - The Agency shall have either full ownership of the premises and might have taken on long lease from third party. However, required proof of documentation to be submitted.
  - The Agency shall provide the details of contact person who will be the single point coordinator and responsible for all the obligations.
  - **A clause of termination of the contract:** The contract can be terminated with 01 **(One) months'** notice period from either side.
  - The bill shall be raised by the agency before 7<sup>th</sup> of every month for the previous month and payment shall be released within 15 days from the date of receipt of technically and commercially cleared bill after effecting necessary TDS and other statutory deductions.
  - Applicable GST shall also be paid subject to providing required documentation.
  - The agency to take required approvals, licenses if any for the premises to be used as Hostels.
  - The agency to allow continuous enjoyment of the licensed premises, amenities, furniture and fixtures thereof.
  - The agency shall give free access to the licensor and their representatives to enter into the premises at all times.
  - The agency to repair and keep in good working conditions, furniture, fittings, other equipment and drainage / sewage lines etc.
  - If at any time during tenure of the license, the premises are affected / destroyed / damaged on account of natural calamities, the agency to get them repaired / replaced immediately.



- Food charges to be collected from students directly.
- Bus approachability should be near to the hostel building.
- Separate Dining hall be to provided.
- Building life preferable less than 10 years.
- Lift to be provided for all the floors
- The offered space should be in a ready to occupancy conditions.
- Provision for washrooms for caretaker at the basement.
- Reduction of mess charges for student for authorised leave of more than 3 days :40% and Complete waiver for more than 10 days.

### **Procedure for Opening & Evaluating of Bids (Technical Bid):**

- a) The Committee or a sub-committee constituted by the Institute will open the Technical bids (Cover/Part – 1) on the date and at the time herein specified in the Tender.
- b) Detailed evaluation (Stage -1) of the Technical Bids then follows, about their conformity with the requirement specifications / Amenities / Facilities of the Property as per **Anneuxre -B** 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 Financial / Price bids of the finally short-listed bidders (only) would be opened and evaluated as per the terms and conditions of this tender.

**Tie-Breaker/Same Score:** If two or more bidders are getting the same/equivalent/tie scores in both/combined technical and financial evaluation, the preference will be given to highest score secured in the Technical evaluation score as per the terms and Conditions of this tender or as decided by the IIPE empowered committee constituted therefor.

### **Lease Rental Payments:**

Payments shall be made on monthly basis in online mode by IIPE VISAKHAPATNAM against submission of invoice as per the lease deed, to be executed between IIPE VISAKHAPATNAM and the owner/lease holder. TDS and other taxes will be deductible as applicable as per government rules. GST will be paid extra as applicable. No other taxes will be paid during the entire period of contract, including extended period (if any).

### **Miscellaneous:**

Due weight will be given to offers that have space / provision for sports / games like badminton, table tennis, caroms etc. for use by student.

Any other terms & conditions not included in the factors listed above but looks significant to the committee once technical bids are opened.

IIPE Visakhapatnam retains the right to seek clarification after the technical bids are opened or a pre-bid conference is scheduled to clarify the tender document clauses. The bidders may also be asked to make presentations. The decision of the evaluation committee in this regard would be final.

Notwithstanding anything contained in this document, the acceptance of tender will rest with IIPE Visakhapatnam and IIPE Visakhapatnam reserves full right to accept or reject any or all tenders or cancel this process at any time, without assigning any reason whatsoever.

The tenderers are not entitled to any compensation for the expenses incurred in connection with the preparation and submission of tenders.

Currency for financial bids and payments shall be made in Indian Rupees only.

It shall be the responsibility of the bidder that no advisor / broker / middle man is involved in entire bidding process.

Notwithstanding anything stated above, IIPE Visakhapatnam reserves the right to assess the agencies (Owner) and capability to provide the hostel premises should the circumstances warrant or such an assessment is thought to be in the overall interest of IIPE Visakhapatnam.

The Director, IIPE Visakhapatnam reserves the right to award this contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, the Director, IIPE is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high. The decision of the Director, IIPE Visakhapatnam in this regard shall be final and binding on all.

#### **Award of Contract and Signing of Agreement:**

IIPE Visakhapatnam reserves the right to amend the terms before entering into the contract subject to the consent of successful bidder.

The highest score secured bidder combinedly in technical bid and price bid will be award the contract subject to other conditions of the tender.

### **Penalties for Violation of Rules, Terms & Conditions:**

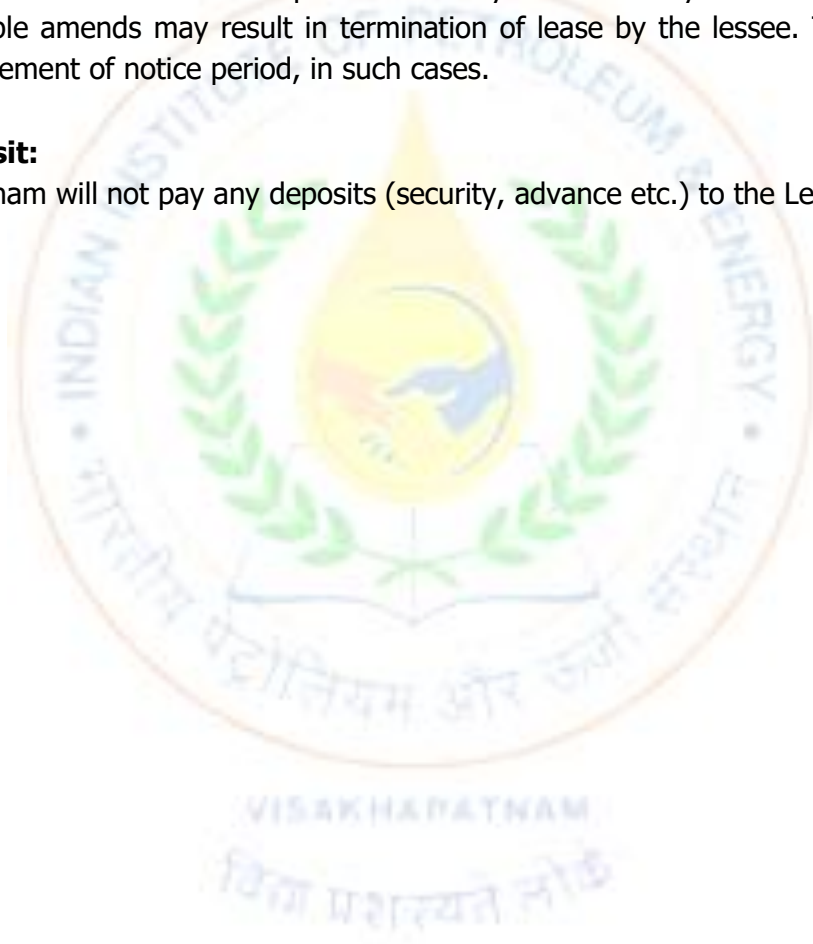
- a) Non-availability of complaint registers on the counter/discouraging students from registering complaints - A monetary fine of Rs.1,000/- will be imposed on the contractor in the first instance and fines of Rs. 5,000/- will be imposed for following violations.
- b) Failure to adhere to the timing of mess service - A monetary fine of Rs. 5,000/- for each incidence.
- c) Complaints of insects and/or foreign object found in any food item - A monetary fine of Rs.10,000/- will be imposed on the contractor for each incidence.
- d) Complaints of unclean utensils in a day - A fine of Rs.5,000/- will be imposed on the contractor for each incidence.
- e) Improper cooking of certain meal identified by Mess Committee - A fine of Rs.5,000/- will be imposed on the contractor for each incidence
- f) Changes in menu of any meal without permission of Mess Committee - A fine of Rs.5,000/- will be imposed on the contractor for each incidence.
- g) Personal hygiene of workers, misbehavior by workers etc. - A fine of Rs.5,000/- will be imposed on the contractor for each incidence.
- h) Non-disposal of waste materials, leftover eatables, etc. in a designated place earmarked by the IIPE administration - A monetary fine of Rs.1,000/- will be imposed on the contractor in the first instance and fines of Rs. 5,000/- will be imposed for following violations.
- i) Absence of proprietor/caterer or his authorized representative in Mess Committee meetings on due invitation - A fine of Rs.5,000/- will be imposed on the contractor for each absence from the meeting.
- j) Using of brands of consumables not mentioned in the contract without prior permission of the Mess Committee - A fine of Rs.5,000/- in the first instance and Rs.25,000/- for the next instances.
- k) In case of deficiencies in the service rendered by the caterer in a hostel, the Dean Students Welfare/Associate Dean (Hostel Management), on the recommendation of the Hostel Executive Committee of the concerned hostel, may impose a penalty of deduction of one/two full days' mess charges of the concerned hostel to be paid to the caterer, depending on the gravity of the situation. The deficiencies may be listed as follows:
  - (i) Adulteration of food items/Supplying stale/rotten food items/Using raw material for cooking which has crossed the date of expiry.
  - (ii) Recurrent occurrences of insects and/or foreign objects found in any food item.
  - (iii) Recurrent occurrences of use of brands of consumables not mentioned in the contract without prior permission of the Mess Committee.
  - (iv) Any other recurring service deficiency not listed above.
- l) Infestation of cockroaches/rates/cats will incur penalties.
- m) Wi-fi should be a high-speed internet for access sufficient for simultaneously use by multiple users. Less speed on a regular basis incurs penalty.
- n) Quantity of the food should not be restricted by the Vendor. The maximum quantity will be decided by the vendor. Penalty incur if quantity is not ensured.

**Overall Penalty Clause:**

- a) Violation of any terms and conditions as specified in the contract will attract a monetary fine and/or termination of contract, which shall be decided by the Hostel Executive committee of the concerned hostel/concerned Hostel Administration/ Director, IIPE Visakhapatnam.
- b) Accounting and raising of correct mess bill is the sole responsibility of the contractor/caterer. In case of untimely or improper submission of bills will attract a monetary fine as decided by the hostel administration.
- c) As and when a fine is imposed, it will be informed to the caterer/proprietor or his authorised representative in writing.
- d) Any non-conformity (in part or in full) of the terms and conditions, in letter or spirit, by the lessor may result in levy of penalties by the Competent Authority as may be articulated in the lease deed at the sole discretion of the Competent Authority and failure by the lessor to honor the same and make suitable amends may result in termination of lease by the lessee. The Lessee need not follow the requirement of notice period, in such cases.

**Security Deposit:**

IIPE Visakhapatnam will not pay any deposits (security, advance etc.) to the Lessor.





**3. BIDDER'S PARTICULARS**

| S. No | Particulars  | Details |
|-------|--|---------|
| 1     | Bidder's name/ Organization Name   |         |
|       | Whether Owner or Power-of-Attorney (POA) Holder  |         |
|       | If POA holder, whether POA specifically mentions authorization to lease/rent out the property                                      |         |
|       | Do you have an office at Visakhapatnam? If so, please provide the Address and Telephone No.<br>(should submit document in support) |         |
| 2     | Address for communication  |         |
| 3     | Contact Details  |         |
|       | Name of the Owner/POA Holder   |         |
|       | Designation  |         |
|       | Telephone Number office  |         |
|       | Mobile Number  |         |
|       | Email Id   |         |
| 4     | PAN Number (Copy of PAN)   |         |
| 5     | GST registration number (Copy of GST)  |         |
| 6     | Aadhar Number  |         |
| 7     | Bank Particulars   |         |
|       | Account name   |         |
|       | Type of A/c: (SB/CA/CC)  |         |
|       | A/c No.  |         |
|       | IFS Code   |         |
|       | Name of the Bank   |         |
|       | Branch   |         |

Date:

Signature and Stamp / Seal of the Bidder

**4.Property Particulars:**

Bidders to fill in the information as sought in Columns (3) and submit proof /supporting documentation as applicable/needed]

| <b>Sl.No<br/>(1)</b> | <b>Particulars of the offered premises/property<br/>(2)</b>   | <b>Details<br/>(3)</b> | <b>If any deviation<br/>please specify<br/>(4)</b> |
|----------------------|---|------------------------|--|
| 1                    | Name of the person / party holding title to the property or PoA   |                        |  |
| 2                    | Complete Address and location of the Building   |                        |  |
| 3                    | Approach and access details of Premises   |                        |  |
| 4                    | Distance of the offered property in KMS from IIPE Visakhapatnam, Andhra university Engineering College, Visakhapatnam-530003 Andhra Pradesh |                        |  |
| 5                    | Total area offered for rent   |                        |  |
|                      | No. of floors in the building   |                        |  |
|                      | No. of flats/ rooms per floor   |                        |  |
|                      | No. of bedrooms per flat  |                        |  |
|                      | Total no. of rooms per flat   |                        |  |
|                      | Room-wise dimensions  |                        |  |
|                      | Facilities and amenities available in the building (attach supporting documentation containing details and specifications)                  |                        |  |
|                      | Facilities and amenities available in each room (attach supporting documentation containing details and specifications)                     |                        |  |
|                      | Furniture and fixtures available in each room (attach supporting documentation)   |                        |  |
|                      | Carpet Area of the proposed Building  |                        |  |
|                      | Built-up area of the proposed Building  |                        |  |
|                      | Super built-up area of the proposed Building  |                        |  |
|                      | Type, Make, Model, and No. of lifts available with carrying capacity, etc. along with Maintenance Contract details                          |                        |  |
|                      | Building-wise, floor-wise details of offered accommodation, along with details as sought in (5) above                                       |                        |  |

|   |   |  |  |
|---|---|--|--|
| 6 | <b>Essential / documents to be furnished:</b>   |  |  |
|   | Copy of the title deed of the property  |  |  |
|   | Copy of building plan duly approved by local government body  |  |  |
|   | 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) |  |  |
|   | Affidavit from owner / lessor 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.                                   |  |  |
|   | Average Annual turnover of last three finance Years before opening of bid date (Rs. 95 Lakhs)   |  |  |
|   | Should have minimum 3 years' experience in Under taking similar works form Academic/R&D/PSU/Govt. organization/ running of Paying Guests (PG) Hostels providing mess & hostel services.   |  |  |
|   | Floor plans of the accommodation  |  |  |
|   | Proof of payment of all statutory/government dues like property taxes, electricity, telephone, water charges as applicable, as on date of Tender submission   |  |  |
|   | Supporting documentations for facilities and amenities; furniture and fixtures etc.,  |  |  |
| 7 | <b>General:</b>   |  |  |
|   | Whether the owner / lessor of the building is any close relative / acquaintance of any person working in IIPE Visakhapatnam? If yes, details thereof to be furnished.   |  |  |
|   | Type of building is commercial or residential as per the Government norms and records.  |  |  |

|   |   |  |  |
|---|---|--|--|
| 8 | <b>Water:</b>   |  |  |
|   | Whether running water is available round the clock in all toilets and dining hall?                  |  |  |
|   | Whether municipal water connection is available?  |  |  |
|   | Whether bore well/ tube well available?   |  |  |
|   | Water storage capacity underground sump in kilo Liters  |  |  |
|   | Water storage capacity of overhead tank in Kilo Liters  |  |  |
|   | Whether drinking and utility water meet the laid- down / standard / generally- accepted norms?      |  |  |
| 9 | <b>Electricity:</b>   |  |  |
|   | Sanctioned load   |  |  |
|   | Whether all the rooms have been provided with lights, ceiling fans and air conditioners?            |  |  |
|   | Details of power back-up facility / Generator with capacity   |  |  |
|   | Details of fire safety mechanism / equipment along with particulars                                 |  |  |
|   | Provisions of regular repairs and maintenance and repairs   |  |  |
|   | Whether the premises would be freshly painted and given before use by IIPE VISAKHAPATNAM            |  |  |
|   | Availability of shelter / post for security guards, a table and cupboard with lock and key          |  |  |
|   | Whether parking space available as per IIPE VISAKHAPATNAM requirement                               |  |  |
|   | Specify the lease period offered (minimum two years and provision for extension is the requirement) |  |  |
|   | Any other salient aspect of the building which the party may like to mention                        |  |  |



| 10 | Other Information  |  |  |
|----|--|--|--|
|    | Each room size should not be smaller than 10' x 12' (excluding the area of attached toilet) and shall accommodate only 02 students on twin sharing basis. If room size is more than 10' x 12', than 03 students may be accommodated. |  |  |
|    | Individual good quality, cot, bed, pillow, study table and chair shall be provided for each student.   |  |  |
|    | All the rooms shall be equipped with wash basin, mirror, cup boards, fan and tube lights as required.  |  |  |
|    | All the rooms shall have attached toilet with hot water facility.  |  |  |
|    | 24/7 uninterrupted water and power should be available to the rooms and the premises as required.  |  |  |
|    | Power supply shall have suitable back up and it shall include.   |  |  |
|    | A common television set shall be installed in a common hall with digital set top box connectivity.   |  |  |
|    | Agency preferably to provide additional space for Common facilities like Chess, Caroms etc in each premises of the hostel.   |  |  |
|    | Wi-Fi facility is to be provided free of cost to all the students.   |  |  |
|    | Round the clock security 24/7 is to be deployed to the premises.   |  |  |
|    | Surveillance CC Camera system is to be provided and maintained as required covering all the floors and important areas of the building. (CC Camera should have night vision camera)  |  |  |
|    | Housekeeping and sanitation are to be maintained to the satisfactory levels.   |  |  |
|    | A provision for washing students' clothes shall be provided/made.  |  |  |
|    | Round the clock RO drinking and running water should be ensured and sufficient provision for cooling water.  |  |  |
|    | Sufficient no. of chairs is to be arranged in the common recreation hall like for viewing television etc.  |  |  |
|    | Daily newspapers of English, Telugu and Hindi are to be provided in the common recreation hall.  |  |  |
|    | The vendor should take required licenses from the competent authorities like food license from FSSAI etc.  |  |  |
|    | First Aid & Firefighting systems are to be in proper place.  |  |  |

Place:  
Date:

Signature and stamp/seal of the bidder

**5. ACCEPTANCE OF TENDER TERMS**  
(ON COMPANY LETTER HEAD)

Date: DD/MM/YYYY

To,

The Director  
Indian Institute of Petroleum and Energy  
Visakhapatnam - 530003

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**6. DECLARATION FOR NON-BLACK LISTING**

(ON COMPANY LETTER HEAD)

I, \_\_\_\_\_ hereby certify that all the information and data furnished by me with regard to this tender specification \_\_\_\_\_ are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

I, further certify that I am the duly authorized representative of the under mentioned tenderer.

I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

I further certify that my company has provided hostel accommodation or similar services to at least three major companies/institutions/organizations in the last five years, the details of which are attached.

I, further specifically certify that my company has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

**(Signature of the Tenderer)**

**7. BID SECURING DECLARATION FORM**  
(ON COMPANY LETTER HEAD)

Tender No.

Dt:

To,

The Registrar,  
Indian Institute of Petroleum and Energy,  
2nd Floor, AU Engineering College,  
Andhra University, Visakhapatnam – 530 003.

I / We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

(a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) Having been notified of the acceptance of our Bid by the purchase during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not successful Bidders, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Officer authorized to sign the bid documents on behalf of the bidder.

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

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

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

Duly authorized to sign the bid for an on behalf of (Complete Name of Bidder)

Dated on \_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_ (Date of Signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



**8.ELIGIBILITY CRITERIA:**

**Subject:** Providing fully furnished Hostel Premises to Students (Boys) of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam”, against Tender Ref. No.: \_\_\_\_\_dt: \_\_\_\_\_

**1. Criteria:**

| S. No | Criteria  | Document to be provided  |
|-------|---|--|
| 1     | Flats/Rooms in one single building in a residential area/floor plan of the premises to be enclosed.                                     | Plan & Layout of the building duly signed by the bidder, along with GPS details of the location. |
| 2     | Single owner; or Single, duly authorized power-of-attorney holder/if the property is under lease, the lease agreement is to be enclosed | Ownership document or Power of Attorney.   |
| 3     | Lease for a minimum period of one (01) year to provide the furnished premises.  | Letter of offer for One (01) year on bidder's letter head, including extension period, if any.   |
| 4     | Hostel premises radius from the existing transit campus of IIPE is located at AU College of Engg.(A), Visakhapatnam -530 003,           | Extract of route map indicating distance by motorable road.                                      |
| 5     | Premises to have permission to be used as a hostel  | Documentary proof should be submitted.   |
| 6     | Capacity of Hostel Premises (Minimum of 25 rooms) to be provided in Single(one) Building/premises.                                      | The premises can accommodate a minimum of 50 Students  |
| 7.    | Turnover, Experience, PAN, GST etc.   | As per the terms and conditions of this tender document to be submitted                          |

**Note:**

- The bid without any of these documents shall be treated as incomplete. The bids with documents NOT matching with above eligibility criteria and incomplete documents will be declared as 'Not eligible' /'disqualified'.
- All the above documents should be clearly stamped and signed by the authorized signatory of the bidder. All supporting documents in support of above clauses shall be produced along with Technical Bid documents. All document shall be serially numbered.

Date:  
Place:

Signature:  
Full name:  
(Company Seal)

**9. TECHNICAL BID EVALUATION SHEET**

The applicants qualifying in the above eligibility criteria will be evaluated by a scoring method as follows on the basis of details furnished by them as well as on the basis of spot study.

| S. No   | Category  | Max.Points/<br>Marks |
|---|---|----------------------|
| 1.  | Proximity to the IIPE Visakhapatnam transit campus address:<br><br>IIPE Visakhapatnam, 2 <sup>nd</sup> Floor, Main Building, AU College of Engineering,<br>Visakhapatnam– 530 003 <ul style="list-style-type: none"> <li>Full marks will be awarded to the tenderer whose building is nearest (i.e. upto 8Kms) to Transit campus.</li> <li>50% of the marks to the bidder whose building is located farthest (more than 8 Kms-10 kms) among the bidders from Transit campus.</li> <li>Zero marks will be awarded for the bidder whose building is located beyond 10 kms.</li> </ul> | 30                   |
| 2.  | Age of the Building: <ul style="list-style-type: none"> <li>Full marks will be awarded to the tenderer whose building is the latest (i.e., Building life less than or equal to 10 Years), among the bidders.</li> <li>50% of the marks to the bidder whose building life (more than 10 years and up to 15 years) among the bidders.</li> <li>Zero marks will be awarded for the bidder whose building life is more than 15 years.</li> </ul>  | 20                   |
| 3.  | Determination of suitability as per the requirements mentioned in the tender document, decided by the Committee constituted by the Institute after visiting the premises.   | 50                   |
| <b>Total</b>  |   | <b>100</b>           |
| <b>The Minimum Technical Score Required to Qualify is 70%</b> |   |                      |

(i) The Vendor should score a minimum of 70 points/Marks to be qualified in Technical Bid for the opening of the relevant Commercial/Price Bid (Part-II).

(ii) The bid will be evaluated QCBS method.

## Evaluation Criteria of Technical Bid:

- I. Technical evaluation will be conducted solely for bidders who meet the qualification criteria outlined in the tender document.
- II. Quality and Cost Based Selection (QCBS) will be employed with a ratio of 70:30 (Technical (Xt): Commercial (Xf)).
- III. Only bids attaining a minimum technical score of 70% of the total marks, as indicated in the table above, will be deemed qualified. However, the Buyer retains the right to adjust the minimum required marks.
- IV. The assessment of bidder will be conducted by the Buyer or a committee designated by the Buyer organization. Marks will be assigned by the Buyer.
- V. Bidders must provide clarifications and/or additional details via email or other means within the specified timeframe as communicated by the Institute. Failure to submit the requested information by the specified date and time will result in the disqualification of the bidder.



**10.CERTIFICATE BY BIDDER- DPIIT REGISTRATION****(Certificate on Company Letterhead)**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a country, has been registered with the Competent Authority (copy of the Registration Certificate enclosed).

I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered for this tender no. \_\_\_\_\_ dated \_\_\_\_\_ listed by IIPE Visakhapatnam.

Signature with Date and  
Stamp of the Bidder





**11.DECLARATION FOR LOCAL CONTENT*****(on OEM's letter Head)***

(to be given on Company Letter Head – for tender value below Rs. 10 crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: .....

To

The Director  
Indian Institute of Petroleum and Energy  
Visakhapatnam – 530003

Sub: Declaration of Local Content

Tender/Bid Reference No. \_\_\_\_\_

Name of Tender/ Work: \_\_\_\_\_

1. Country of Origin of Goods/Service/Work being offered: \_\_\_\_\_
2. We hereby declare that goods/service/work offered has \_\_\_\_\_ **% local content** (Please mention exact %).
3. Details of location at which local value addition will be made/ made: (Complete address to be mentioned)  
\_\_\_\_\_

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“False declaration will be in breach of Code of Integrity under Rule 175 ((1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours Faithfully,

(Signature of the Bidder, with official seal)

| 12. MENU   |   |  |                         |   |
|--|---|--|-------------------------|---|
|  | BREAKFAST   | LUNCH  | SNACKS                  | DINNER  |
| <b>MON</b>   | Bread-Butter, semia Upma, Milk (Coffee Sachet,tea)                                  | Roti, Rice, North Dal, South Dal, Rajma, Potato fry, Curd, Chips, salad            | Noodles, Tea            | Aaloo Paratha, curd, tomato chutney, Tamarind / lemon rice, salad                       |
| <b>TUE</b>   | Poha, fruit/ boiled egg, Milk (Coffee Sachet, tea), Bread-butter                    | Roti, Rice, Tomato Dal, Choley, Bhindi fry, Curd,Salad                             | Onion pakoda, Tea       | Roti, Jeera Rice,Chana Tadka dal, Rasam, Curd, veg jalfrezi,salad                       |
| <b>WED</b>   | Idli-sambar, coconut chutney, Milk (Coffee Sachet, tea), Bread-butter               | Roti, Rice, Masoor Dal North, Kofta, Rasam, Curd, Chips, flavoured rice, salad     | Punnugulu, chutney, Tea | Roti, Rice, Paneer Butter masala/chicken, Sambhar, Curd, salad                          |
| <b>THU</b>   | Dosa, Groundnut chutney, Milk (Coffee Sachet, tea), bread-butter                    | Roti, Rice, Palak Dal, Lauki chana dry, Aloo 65(small slices), Sambar, Curd, salad | Samosa, Tea             | Rice, chhole- paratha, South Dal, sewai (sweet) /Kheer, salad                           |
| <b>FRI</b>   | Vada, Chutney, Milk (Coffee Sachet, tea), Bread-butter                              | Roti, Rice, Moong dal south, Chana Masala, Mix veg dry, Rasam, Curd, Salad         | Fruit, Tea              | Roti, Rice, North Dal, Egg Curry/ Kofta , Rasam, Curd,salad                             |
| <b>SAT</b>   | Aloo paratha, Curd, Onion Bonda + Chutney & Milk (Coffee Sachet, tea), bread-butter | Roti, Rice, Moong dal North, Lauki Chana dal, Cabbage, curd, salad                 | Pani puri, Tea          | Roti, Rice, meal maker 65, Aloo gobhi, Moong Dal north, Curd, Sambar, Gulab jamun,salad |
| <b>SUN</b>   | Masala dosa, Chutney & Milk (Coffee Sachet, tea)                                    | Roti, Veg Biryani, Chicken curry/Paneer, Kachambar, lemon                          | Cream bun, Tea          | flavoured Rice ( Kothameer rice/ mint rice) , North dal,Rajma, Curd,salad               |
| <b>Note: The menu will be change time to time as decided by the IIPE Hostel Wardens/Authority.</b> |   |  |                         |   |

Place:

Date:

Signature and Stamp / Seal of the Bidder of the Bidder

**13.COMMERCIAL / FINANCIAL BID**  
(ON COMPANY LETTER HEAD)

**Name of the Work:** Providing fully furnished Hostel Premises to Students (Boys) of Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam.

Name of the Bidder/Firm:

Tender/Bid Ref. No & Date:

**Hostel Accommodation:**

| Sl.No | Description of Item   | UoM             | No. of Rooms | Unit Rate (in INR) | Applicable GST (in INR) | Total Amount Rs. | Total Amount (for 5 months) Rs. |
|-------|---|-----------------|--------------|--------------------|-------------------------|------------------|---------------------------------|
| 01    | Non-Air-Conditioned Accommodation for <b>50</b> Nos of Capacity/Students on twin sharing basis. | Per Room/ Month |              |                    |                         |                  |                                 |

**Place:**

**Date:**

**Signature and Stamp / Seal of the Bidder of the Bidder**

### **Evaluation of financial/Commercial bids:**

1. Commercial bids will be considered only from bidders who have successfully passed both the Eligibility criteria and technical evaluation stages for further evaluation.
2. Bidder must attain a minimum qualifying score (set at 70% in this instance) to be deemed qualified, after which only their financial proposals will be examined.
3. Commercial bids from technically qualified bidders will be opened at the ejection.
4. In the event of a tie between two or more bidders, where commercial quotes are equal, priority will be given to the bidder with the higher score in the technical evaluation process.
5. Should a Bidder submit a bid with NIL charges, the bid shall be treated as unresponsive and shall not be considered for evaluation.

### **Final Evaluation and Calculation Process:**

To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted:

I. An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum **Qualifying marks of 70 (Seventy)** in 'Technical Bid Evaluation Criteria', using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

QCBS Calculation Formula (B):  $[[X_t.(T/Thigh*100)+X_f.(Clow/C*100)]]$

T= Total Technical score awarded to the Bidder

Thigh=Highest Technical score achieved for the Bid

C=Price Offered by the Bidder

Clow=The lowest of all Price offered (L1 Price)

Xt= Weightage for technical evaluation

Xf= Weightage for financial evaluation