



Domestic Tender No: IPE/Hostel/2023-24/ 81

Date: 21.06.2023

NOTICE INVITING TENDER

Sealed Tender (Two Bid System) is invited from all the eligible vendor (a single owner or single duly-authorized power of attorney holder) for "Providing fully furnished Hostel Premises to Students of Indian Institute of Petroleum and Energy (IPE) 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	21.06.2023	15:00 Hrs.
2	Bid Submission Start Date	21.06.2023	15:30 Hrs.
3	Bid Submission Close Date	30.06.2023	15:00 Hrs.
4	Opening of Technical Bids	30.06.2023	15:30 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 Hostel Premises to Students of Indian Institute of Petroleum and Energy (IPE) Visakhapatnam".

Submission and opening of bids shall be as per the above schedule. Bids received after **03:00 PM** on **30.06.2023** 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,
2nd Floor, AU Engineering College
Andhra University, Visakhapatnam – 530 003.
Tele: 0891-2856015, 2585152
Email: procurement@iipe.ac.in

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

Registrar

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14		Signed copy of Letter of Offer for a period of One (01) Year.
15		Signed copy of Extract of route map indicating distance by road from IPE Visakhapatnam Transit campus.
16		Any other documents to support the information furnished by the bidder.
17		Signed Copy of Tender Document
18		Signed Copy of Plan & Layout of the building offered by the bidder for lease.
19		Self-Attested photocopy of Ownership document or Power of Attorney
20		Self-Attested copy of Certificate of registration of the firm (if applicable), PAN, GST & Aadhaar.
21		Average Annual Turnover of last three financial years
22		Should have minimum 3 years of past experience is required for same /similar services (Contract copies/agreements to be provided)
23	Part-II	Duly filled and signed copy of Financial / Price Bid in original as per Annexure-K
24		Duly filled copy of Food Menu in original as per Annexure-L

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 & IIPes. 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 2nd Floor, Main Building, AU College of Engineering (A), Visakhapatnam, Andhra Pradesh – 530003.

Accordingly, sealed bids are invited from the eligible vendor (Single Owner or a single duly authorised power of attorney holder) to provide 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.

The Bid document:

The bids shall be in two parts i.e. (i) The unpriced Technical Bid and (ii) The Financial Bid. 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:

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:

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.

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. IIFE 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, IIFE Visakhapatnam will bear no financial implication on this account.

For financial bids it is a mandate for the companies that they submit the bifurcated quotation 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 Hostel Premises to Students of Indian Institute of Petroleum and Energy (IIFE) 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, IIFE Visakhapatnam may, for any reason modify the Bidding documents by amendment by issuing an addendum / corrigendum hosting it on Institute's 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, IIFE 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 (IPE) 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 IPE 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. Any document/ sheet not signed shall tantamount to rejection of Bid.

The contract will be initially for a period of one year and further may be extended on year-to-year basis up to two more years, after year by reviewing the performance of the firm and on mutual consent with agreed upon same 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.

- **Retention Money:** 10% of the total value of the bill each month will be deducted and retained by IPE, free of any interest, on account of any damage /defects liability that may arise. In case of contract is extended further the retention money remains with Institute. Retention amount shall be returned within 60 days after successful completion of the contract or termination of the contract by the discretion of the Competent Authority.
- **Price Reduction:** After awarding of the contract, in case of any non-compliance to the scope and inconvenience to the students due to failure in providing the promised deliverables, the contractor shall be liable to pay price reduction. The price reduction shall be at rate of 0.5% or the value of hostel facility services for a month and a maximum of 10% of the contract value. The price reduction shall be recovered out of the amount payable to contractor or from any deposits or bills payable to the contractor.

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 Insurers/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) IPE Visakhapatnam will reject a proposal for award if it determines that the vendor/agency have engaged in corrupt or fraudulent practices.
- d) IPE 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 Contractor:

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 Insurer in addition to taking other appropriate action against the Insurer.

Disputes:

In respect of all tender conditions, and / or any matter connected therewith the decision of IPE 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 company and IPE 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 IPE Visakhapatnam or a person nominated by IPE 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@iipe.ac.in', Ph. No. 0891-2856015, 2585152

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.

CONDITIONS OF CONTRACT & QUALIFICATION CRITERIA

1. 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. IIFE 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 is the lowest evaluated bid.
- Offers received from Government Bodies/Public Sector Undertakings/State Housing Boards etc. would be given preference.
- 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 104 Students.**
- The vendor should provide catering also to the hostel students in the premises viz. Breakfast, lunch, evening snacks, dinner etc., as per the prescribed menu. The rates for the same to will be provided in the price bid in the **annexure -K**. The menu for the hostel will be change time to time as determined by the IIPE Hostel Wardens/Authority.
- The premises shall preferably be within 8 Kms radius from IIPE, Visakhapatnam – 530 003 premises, however if hostel facilities are available within short distance from the destiny will be given priority subject to the conditions satisfactory.
- The premises shall be under exclusive and dedicated usage of IIPE and no other guests are entertained.
- 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 within 1 (One) month notice from IIPE side shall be incorporated in the agreement.
- The bill shall be raised by the agency before 5th 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 should be less than 05 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 authorized leave of more than 3 days :40% and Complete waiver for more than 10 days.
- Provision for washrooms for caretaker at the basement.

2.Procedure for Opening & Evaluating of Bids (Technical):

- a) The Committee or a sub-committee constituted by the Institute will open the Technical bids (Cover – 1) on the date and at the time herein specified in the Tender.
- b) Detailed evaluation (stag- 1) of the Technical Bids then follows, about their conformity with the requirement specifications / Amenities / Facilities of the Property as per **Annexure -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.

Tie-Breaker: In case if there is a tie in the marks obtained by the bidders, the merit shall be determined in the following orders. If it is decided by point "a", the evaluation will be completed and so on/as per the term's conditions of this tender.

- a) Average Annual Turnover (Preceding three financial years)
- b) Number of years in operation in Academic/R&D/PSU/Govt. organization providing mess services.
- c) Bidder should have satisfactorily completed or executed Institutional mess services of minimum 500 persons/day of at least of three contracts of similar nature in government aided higher educational institutions like IITs, IIITs, IIMs, IISERs, AIIMS, NITs during the last three consecutive financial years.
- d) Mess services currently /running by bidder as on date of filling this tender document in Higher educational institutions like IITs, IIITs, IIMs, IISERs, AIIMS, NITs etc of more than 500 numbers of dinners per day in single location.

Lease Rental Payments:

Payments shall be made on monthly basis in online mode by IPE Visakhapatnam against submission of invoice as per the lease deed, to be executed between IPE 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).

Terms of Termination of Lease Agreement:

The lease cannot be terminated by either side during the first 12 months. After completion of one (01) year tenancy period, lease can be terminated by giving one month's notice by either party.

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.

IPE 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 IPE Visakhapatnam and IPE 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, IPE 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 IPE Visakhapatnam.

The Director, IPE 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, IPE 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, IPE Visakhapatnam in this regard shall be final and binding on all.

Award of Contract and Signing of Agreement:

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

L1 vendor is based on the lowest rates quoted for the premises 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.
 - (iii) 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 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, IPE 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:

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

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. (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

Property Particulars:

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

Sl. No (1)	Particulars of the offered premises/property (2)	Details (3)	If any deviation please specify (4)
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 IPE 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	Essential / documents to be furnished:		
	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. 4.44 Crores)		
	Should have minimum 3 years' experience in Under taking similar works form Academic/R&D/PSU/Govt. organization providing mess & hostel services.		
	Floor plans of the accommodation		
7	Proof of payment of all statutory/government dues like property taxes, electricity, telephone, water charges as applicable, as on date of Tender submission		
	Supporting documentation for facilities and amenities; furniture and fixtures		
8	General: -		
	Whether the owner / lessor of the building is any close relative / acquaintance of any person working in IPE Visakhapatnam? If yes, details thereof to be furnished.		
	Type of building is commercial or residential as per the Government norms and records		

9	Water: -		
	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?		
10	Electricity: -		
	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		
11	Details of fire safety mechanism / equipment along with particulars		
12	Provisions of regular repairs and maintenance and repairs		
13	Whether the premises would be freshly painted and given before use by IIPE VISAKHAPATNAM		
14	Availability of shelter / post for security guards, a table and cupboard with lock and key		
15	Whether parking space available as per IIPE VISAKHAPATNAM requirement		
16	Specify the lease period offered (minimum two years and provision for extension is the requirement)		
17	Any other salient aspect of the building which the party may like to mention		

18	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. 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 Air conditioners load also.		
	All rooms must have a provision for Air conditioners which may be opted by the students. Any extra charges towards A/c. accommodation shall be collected directly from the student.		
	A common television set shall be installed in a common hall with digital set top box connectivity.		
	Agency mandatory to provide additional space for common facilities like gym, indoor games, study room (TT, 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 is to be maintained to the satisfactory levels.		
Washing machine is to be provided at all floors		
Round the clock RO drinking and running water should be ensured and sufficient provision for cooling water.		
Sufficient no. of chairs are 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

ACCEPTANCE OF TENDER TERMS
(To be given 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)

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 specifically certify that my company meets/is having company participation in minimum three major companies/ institutions/ organizations etc .

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)

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

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)

LETTER OF AUTHORISATION FOR ATTENDING TECHNICAL BID OPENING
(ON COMPANY LETTER HEAD)

Subject: "Providing fully furnished Hostel Premises to Students of Indian Institute of Petroleum and Energy (IPE) Visakhapatnam" against Tender No.: _____dt: _____.

The undermentioned person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ on _____.

Name: _____

Specimen Signature: _____

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

Signature: _____

Name: _____

Designation: _____

Date: _____

Office seal:

Note:

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received

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 county, 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 IIFE Visakhapatnam.

Signature with Date and

Stamp of the Bidder

ITEMS RELATING TO EVALUATION CRITERIA FOR TECHNICAL BID

Subject: Providing fully furnished Hostel Premises to Students of Indian Institute of Petroleum and Energy (IPE) Visakhapatnam”, against Tender No.: _____ dt: _____.

1. Eligibility 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	Premises within 8km (Eight kilometers) radius from the existing transit campus of IPE Visakhapatnam in the AU Campus (located opposite the Department of Commerce & Management Studies Building)	Extract of route map indicating distance by motorable road.
5	Premises to have permission to be used as hostel	Documentary proof should be submitted.

Note: The entire premises / building shall be offered exclusively to IPE Visakhapatnam only. No other means of occupation will be considered i.e., either sharing or tenancy with any other agency including owner. Such bids, if any, received or found as such during technical evaluation, will be summarily rejected.

- 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'.
- 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:

Signature:

Place:

Full name:

(Company Seal)

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	Details	Points
1	<p>Proximity to the IPE Visakhapatnam transit campus address IPE Visakhapatnam, 2nd Floor, Main Building, AU College of Engineering, Visakhapatnam– 530 003</p> <ul style="list-style-type: none"> • Full marks will be awarded to the tenderer whose building is nearest to Transit campus. • 50% of the marks to the bidder whose building is located farthest among the bidders from Transit campus. • Other eligible tenderer will be awarded marks pro-rata between above two extremes based on the number of eligible assignments. 	20
2	<p>Size (Capacity) of the Student Accommodation.</p> <ul style="list-style-type: none"> • Full marks will be awarded to the tenderer whose building can accommodate maximum number of Students (between 100-110). • 50% of the marks to the bidder whose building can accommodate minimum number of students (between 70-90). • other eligible tenderer will be awarded marks pro-rata. 	15
3	<p>Age of the Building</p> <ul style="list-style-type: none"> • Full marks will be awarded to the tenderer whose building is the latest, among the bidders. • 50% of the marks to the bidder whose building is the oldest among the bidders. <p>Other eligible tenderer will be awarded marks pro-rata between above two extremes based on the number of eligible assignments.</p>	15
4	Determination of suitability based on visit to facility, by the Committee constituted by the Institute.	50
	Total	100

The Vendor should score a minimum of 70 points to be qualified in Technical Bid for the opening of the relevant Commercial Bid.

COMMERCIAL / FINANCIAL BID
(ON COMPANY LETTER HEAD)

Name of the Work: Hiring of an apartment building for Student Hostel accommodation for 104 No's students.

Tender/Bid Ref. No & Date:

(i) Hostel Accommodation: -

Item No	Description of Item	UOM	Qty.	Unit Rate (INR)	Amount Rs.
(1)	(2)	(3)	(4)	(5)	(6) = (4)X(5)
	Non-A/c Accommodation per Room (Dual Occupancy)	Per Room/Month			
	Non-A/c Accommodation per Room (Single Occupancy)	Per Room/Month			
	A/c Accommodation per Room (Dual Occupancy)	Per Room/Month			
	A/c Accommodation per Room (Single Occupancy)	Per Room/Month			

Note: Agency to quote basic cost only. GST shall be applicable extra.

(ii) Food Charges: -

Item No	Description of Item	Per Month	Amount Rs.
01	Food Charges (As per the Prescribed Menu enclosed in Annexure-L)		

Note: GST shall be applicable extra.

Note: The vendor has to quote the price for all the above-mentioned items. **The rate quoted for item Sl. (i) Hostel Accommodation above, will be considered for deciding the L1 bid.** The L1 vendor to match the lowest prices quoted for the Food Charges by the other vendors or as decided by the IPE empowered committee constituted therefor.

Place:

Date:

Signature and Stamp / Seal of the Bidder of the Bidder

MENU				
	BREAKFAST	LUNCH	SNACKS	DINNER
MON	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
TUE	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
WED	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
THU	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
FRI	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
SAT	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
SUN	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
<i>Note: The menu will be change time to time as decided by the IIFE Hostel Wardens/Authority.</i>				

Place:
Date:

Signature and Stamp / Seal of the Bidder of the Bidder