



**GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**(CFTI, Estd. by MHRD, Govt. of India)**  
**Narayanpur, Malda-732141, West Bengal, India**

**Tender ID: 2018\_GKCIE\_285570**  
**Date: 22.01.2018**

**TENDER NOTICE**

**Expression of interest for hiring of buildings for Institute Hostels, GKCIET, Malda**

GKCIET, Malda invites Expression of Interest (EOI) for empanelment of buildings for Institute Hostels (for Boys and Girls, separately). The interested bidder needs to bid/quote separately for each building. The bid documents for technical bid and price bid separately should be sent directly to the **Chairman, Central Tender cum Purchase Committee, GKCIET, Malda** under Sealed Cover duly super scribed with “**Bid for hiring of buildings for Institute Hostels, GKCIET, Malda**”, “**Tender ID & Date**”, and “**The Due Date**”. The bids should be submitted in hard copy directly or through Registered Post to the **Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda-732141, West Bengal, India.**

**Important Dates**

Event	Date	Time	Venue
Date of Publication	22/01/2018	11:00 AM	-
Pre-bid Conference	06/02/2018	12:00 Noon	Seminar Hall, Academic Block-A, GKCIET, Malda
Bid submission end date	12/02/2018	12:00 Noon	-
Technical bid opening date	12/02/2018	01:00 PM	Seminar Hall, Academic Block-A, GKCIET, Malda
Price (financial) bid opening date	To be informed to technically successful bidder by mail and phone		Seminar Hall, Academic Block-A, GKCIET, Malda

**IMPORTANT NOTES:**

- I. Tender Documents can be downloaded from GKCIET website <http://www.gkciet.ac.in>. or from the Central Public Procurement Portal [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app). under **Tender ID: 2018\_GKCIE\_285570 dated 22.01.2018**. However, the bidding process (submission and finalization) will be done in offline mode at the office of GKCIET, Malda.
- II. GKCIET will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be considered.

- III. GKCIET reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof, revise the requirement of service at the time of placing the order, modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary and award contracts to one or more bidders for the items covered by the tender.
- IV. This Tender Notice is being simultaneously published on e-publishing module of CPPP Portal also (Tender ID: 2018\_GKCIE\_285569 dated 22.01.2018). However, bid assessment and finalization of the successful bidder(s) shall be made including the bids submitted manually as well as any bids submitted on CPPP Portal e-publishing module.

Chairman  
Central Tender cum Purchase Committee, GKCIET  
Place: Malda  
Date: 22.01.2018

**INSTRUCTION TO BIDDER**

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. Please go through the enclosed "bid document" carefully for other bidding instructions.
2. **IMPORTANT NOTE:** Being a Two-Part Tender (techno-commercial and price bid), bids received in sealed envelope only will be considered. Bids in any other form sent through email/ fax etc. will be rejected. Please note carefully that;
  - Quotations received without prescribed form will not be considered.
  - No request for extension of the due tender date will be considered.
  - In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders.
  - The bids shall be opened on date and time as mentioned above. The bidders who wish to attend the bid opening may present themselves or send their authorized representatives with an authority letter.
  - The Tenders/Quotations received incomplete and/or received after due date and time shall be summarily rejected.
3. The bid should remain valid for a period of **90 days** from the date of opening of techno-commercial bid. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.
4. The bids may be dropped in the Tender Box kept in the office of GKCIET, Malda on any normal working day that is Monday to Friday except holidays (from 11 AM to 5 PM) of the Institute. The bids may also be submitted in hard copy through Registered Post or Speed Post to the Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda-732141, West Bengal, India. Bids reaching after bid submission end date through post will not be accepted. It is strictly advised do not hand over the quotation to any person by hand.
5. **Clarification of bidding documents:** If a prospective bidder requires any clarification in regard to the bidding documents, they may mail to [ctpc.gkciet@gmail.com](mailto:ctpc.gkciet@gmail.com) at least 10 days before the deadline for receipt of bids or may meet at office of Store Section, GKCIET, Narayanpur Campus, Malda West Bengal on any working day between 11.00 AM to 3:00 PM.
6. **Amendment of Bidding Documents**
  - Any change/corrigendum/extension of opening date, if issued any for the tender, shall form part of the Tender Document. Any amendment will be notified on GKCIET website (<http://www.gkciet.ac.in>). Bidders/Tenderers are requested to visit GKCIET website

regularly and note the corrigendum/amendments to the tender without fail and submit the offer accordingly. GKCIET will not be responsible for ignorance of corrigendum.

- At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder/Tenderer, modify the bidding documents by amendment. The same would also be posted on the website of the Institute and all prospective bidders/tenderers are expected to surf the website before submitting their bids to take cognizance of the amendments. Bidder/Tenderer who has submitted bids before publishing the amendment may revise their bid incorporating the amendments before the last date of tender.
  - In order to allow prospective Bidder/Tenderer's reasonable time in which to take the amendment into account in preparing their bids, the Institute, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Institute, if required.
7. The services of the Bidder shall be governed by the laws of India and interpretations in accordance with such laws.
8. **Bid Security (BS)/ (Earnest Money/ EMD)**
- i) The Bidder/ Tenderer shall furnish, as part of its bid, a bid security (BS) of Rupees **50,000/- (Fifty thousand only)** has to be submitted as Bid Security (Earnest money Deposit/EMD).
  - ii) The bid security shall be in one of the following forms at the Bidder/Tenderers' option:
    - (a) A Banker's cheque or demand draft in favour of the Account Officer, GKCIET, Malda
    - (b) FDR in favour of the Account Officer, GKCIET, Malda
  - iii) The bid security should be submitted in its original form. Copies shall not be accepted.
  - iv) Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non- responsive.
  - v) The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.
  - vi) The successful Bidder/Tenderer's bid security will be discharged upon the Bidder/Tenderer furnishing the performance security.
  - vii) The bid security may be forfeited if a Bidder/Tenderer withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid.

9. **Sealing and Marking of Bids:**

In a two bid system, all Bidders/Tenderers are requested to follow carefully the following instructions before preparing their offer.

**Part I: Techno-Commercial Bid (WITHOUT PRICE)**

- i. This part should contain detailed specifications of the services quoted by bidder along with other essential and other qualification, experience, etc. whatever applicable.
- ii. A compliance statement showing the compliance of the item quoted by bidder with that of item tendered by GKCIET should be prepared and enclosed to this.
- iii. Any other information called for in the tender related technical and commercial specifications can also come in this part.
- iv. The commercial terms applicable for the items quoted by bidder should be indicated in this part.
- v. **Prices should NOT be indicated in this part.** However, a copy of unpriced bid (without prices) must be enclosed (filled by the word "Quoted" against the item being quoted) in this part to enable to understand whether all the items required to be quoted by bidder have been quoted in the price bid.
- vi. The Commercial terms such as availability time of buildings, contract period, payment terms, validity of the offer, and taxes etc., shall come into this.
- vii. The required EMD should be enclosed.
- viii. The Tenderer/ bidder need to submit the following certificates along with the Tender Documents for each building to confirm their eligibility in this part:
  - a) Photocopy of Land/Building Deed
  - b) Photocopy of Ownership proof of the Building
  - c) Poof of authorization of the building, if applicable
  - d) Copy of approved building plan with statuary clearance,
  - e) Poof of Municipality Tax clearance,
  - f) Poof of Electricity bill clearance.
  - g) Photocopy of PAN card of building owner(s) and/or authorized person issued by the competent authority.

**Note:**

- The requirement and terms & conditions as above should be very clearly reflected item-wise with reference to the items called for in the tender.
- Technical and Commercial part as described above shall be prepared and put it in a sealed cover.

**Part II: Price Bid**

The prices applicable for the items, item-wise in response to the tender shall come into this part in the prescribed format only. ***Bid will be rejected if rates are not quoted in the prescribed format.***

10. The rates should be **quoted both in figures and words** and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
11. Each bidder shall submit only one bid against a particular work. A bidder, who submits more than one bid for a particular work will in the tender, shall be disqualified and considered non-responsive.
12. The bidder has to sign in full at all pages of the bidding document.

**13. Responsiveness of Bids**

- (i) Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:
  - (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Institute's rights or the Bidder/Tenderer's obligations under the Contract; or
  - (c) if rectified, would unfairly affect the competitive position of other bidders/tenderers presenting substantially responsive bids.
- (ii) The Institutes' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- (iii) If a bid is not substantially responsive, it will be rejected by the Institute and will not subsequently be made responsive by the Bidder/Tenderer by correction of the material deviation, reservation or omission.

**14. Evaluation and comparison of bids**

- (i) A two stage procedure will normally be adopted:

**Stage-I: Techno-Commercial Evaluation**

- a) Evaluation of Technical Bids to assess their suitability against the laid down parameters.

- b) Tenderers must ensure that they enclose all original technical literature and detailed documentary proofs which specifically bring out the compliance of the services being offered against the requirement.
- c) In case it is not possible to verify compliance of services as per technical bid due to lack of adequate documents, in original no reference will be made to tenderer and the bid will not be considered further and **treated as cancelled**.

### **Stage-II: Financial Evaluation**

- a) The price bids of only those firms found meetings the laid down specifications at stage I shall be opened, evaluated and considered further.
- (ii) It is in the tenderers interest to include all relevant and detailed technical data as supporting documents along with their bid.
- (iii) To evaluate a Bid, GKCIET shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted.

### **15. Terms of Payment:**

- The payment(s) to be made to the Service Provider are subject to deduction of taxes leviable by any Govt. as per rules from time to time and will be made after completion of every month.
- **The billing will be done on monthly basis.** Bills preferably typed and in triplicate in connection with the service shall be submitted to GKCIET, Malda within the first week of each successive month. The payment of Service Tax along with the service bill for second and subsequent month shall be paid only after submission of proof of payment of Service Tax for previous month by the service provider.

16. **Performance Security (PS):** The **successful bidder has to furnish “Performance Security of 5% of total annual contract value in Indian Rupee”**, in the form of Account Payee Demand Draft/Fixes deposit and/or unconditional Bank guarantee encashable on demand from Account Officer, GKCIET, Malda, from a nationalized Bank with validity period of sixty (60) days beyond the date of completion of all contractual obligations of service provider including guarantee/warranty obligations. The Performance Security is to be furnished in favor of the Account Officer, GKCIET, Malda, within ten days of intimation, failing which his bid security will be forfeited.

The performance security will be discharged by GKCIET and returned to the Service provider not later than 60 days following the date of completion of the Service provider's performance obligations.

17. GKCIET, Malda is desirous of hiring suitable Buildings/accommodation for Hostel in and around Malda on temporary basis for a period of **Two (2) years** which may be extended further year wise or its part. Interested bidder may quote their rates for the Hostel Building(s) on monthly

- basis. All the liabilities of maintenance of the building directly or indirectly will be the sole responsibility of the successful bidders.
18. The building should have sufficient **double/triple bedded rooms** and matching bathrooms and toilets.
  19. The buildings should have suitable provision and adequate **space for running Mess/dining space** for the students.
  20. The buildings should have **common room for the boarders** and **room for security/caretaker of the Hostel(s)**.
  21. The accommodation should be completely furnished (**except bed, chair and table which will be provided by the institute**). However, light, fans and other electric items shall be provided by the service provider.
  22. The buildings should be complete in every respect to be put to immediate use as student hostels. Rooms should be well lighted and ventilated.
  23. The owner will ensure proper repairs/maintenance of the building as per prescribed norms during the lease period.
  24. The Building should be ideally located in and around Malda should have proper approach and easily accessible from National Highway/State Highway/motorable link road, in safe and secure area.
  25. 24 hours water and electricity must be available. The owner has to provide DG set of required capacity as power backup.
  26. The electricity and water supply lines/connection shall be provided by the owner at his cost and expenses.
  27. Selected bidders shall be required to sign a lease agreement containing detailed terms & conditions with GKCIET, Malda. The Agreement shall be signed for a period of **two years** initially.
  28. Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of up to date electricity charge payment bill, holding tax clearance (wherever it is being paid) etc. must be submitted along with this EOI document.
  29. All existing and future rates, taxes including property taxes, assessment charges and other outgoing whatsoever of description in respect of the said premises shall be payable by the owner thereof.
  30. The Institute reserves the right to consider/reject any such proposal without assigning any reason.
  31. The agreement for hiring of buildings /accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.



32. The agreement may be terminated by giving three months' notice by the GKCIET, Malda. However, during such notice period the buildings/accommodation shall remain in the possession of GKCIET, Malda.
33. **Indemnification:** The party shall keep the indemnified against all claims/litigation in respect of the buildings/accommodation so hired by GKCIET, Malda.
34. The buildings should have attached **car parking facility** (Office car, Ambulance etc).
35. The **Boys hostel** building is required to accommodate around **90-100 students** of the Institute.
36. The **Boys hostel** should be preferably **near to the institute campus**, Narayanpur, GKCIET, Malda.
37. The **Girls hostel** building is required to accommodate around **45-55 students** of the Institute. It shall be located within **secure and reputed residential area** and near to the market.
38. In case of any dispute of any kind and in any respect whatsoever, the decision of GKCIET, Malda shall be final and binding.
39. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by GKCIET, Malda whose decision shall be final and binding.
40. The service shall have to be ready to provide within the 7 days from the date of receipt of acceptance of the work order or 15 days from the date of issue of Work Order, whichever is earlier and shall continue till Two Year unless it is curtailed or terminated by GKCIET, Malda. However, the work order shall have to be accepted by the Service Provider within 10 days from the issue of the work order.
41. If the Service Provider wants to rescind the contract voluntarily or otherwise, he is required to give a notice of at least 3 months failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.
42. **Penalty for use of undue influence:** The service provider should undertake that he has not given offered or promised to give directly or indirectly any gift, consideration, reward, commission, fees brokerage of inducement to any person in service of GKCIET or otherwise in procuring, the contract or forbearing to do or for having done or for borne to do any act in relation or execution of the contract or any other contracts with the Institute for showing or for bearing to show favour or disfavor to any person in relation to the contract or any other contract in the GKCIET, Malda. Any breach of the aforesaid undertaking by the service provider or any one employed by him or acting his behalf whether with or without the knowledge the service provider or the commission of any offers by the service provider or any one employed or acting on his behalf, as defined in Chapter-IX of the IPC, 1860 or the Prevention of Corruption Act, 1947 or any other Act enacted for the Prevention of Corruption shall entitle the purchase to cancel the contract and all or any other contract with the Institute service provider and recover from the service provider the amount of any loss arising from such cancellation. A decision of GKCIET or

his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the service provider.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the service provider towards any officer /employee of GKCIET or to any other person in a position to influence any officer /employees of GKCIET for showing any favour in relation to this or any other contract sell render

43. **Termination of contracts:** Time shall be the essence of the contract. GKCIET shall have the right to terminate the contract without any notice in part or in full in any of the following cases.
- a) The service provider is declared bankrupt or becomes insolvent.
  - b) The service is delayed by more than reasonable time.
  - c) In case Performance Security is not furnished within the time period specified by GKCIET.
  - d) Service provider in the case of successful Tenderer should strictly confirm to the terms and condition for the service hired. Any change in Address /Telephone/Fax/e-mail of the tenderer should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.
44. No additional terms & conditions over and above the conditions stipulated above shall be entertained by GKCIET, Malda.
45. Bidder has to sign all the pages of this tender and enclose it with the bid.

### **List of Annexure**

1. Bidder Information Sheet – Annexure 1
2. Summary of Compliance to Requirement of Tender – Annexure 2
3. Price Bid (Price Schedule Form) - Annexure 3

**Annexure 1****Bidder Information Sheet**

(Separate Information shall be filled and submitted for Boys Hostel and Girls Hostel)

**1. Tender ID & Date:****2. Service offered for: Accommodation for Boys / Girls Hostel** (delete as inapplicable)**3. Boarder Capacity of the offered building:****4. Full Particulars of the Legal Owner of the Building/premises:**

i) Name:

ii) Address(es):

iii) Telephone Numbers: (Business) (Residential)

iv) Tele Fax Number: v) E-Mail Address:

**5. Full particulars of person(s) offering the premises on rent/lease and submitting the tender:**

i) Name:

ii) Address(es):

iii) Telephone Numbers: (Business) (Residential)

iv) Tele Fax Number: v) E-Mail Address:

**6. Status of the applicant with regard to the accommodation offered for hiring (enclosed power of attorney also if the applicant is other than Owner). Complete details of the Building viz..**

i) Companies Postal Address:

ii) Location:

iii) No. of Floors: iv) No. of Rooms:

v) Distance (in km.) from GKCIET, Narayanpur Malda:

**7. Total Area offered for rent**

i) Total Carpet Area (in Sq. ft):

ii) Total covered area (in Sq. ft):

iii) Total Plinth Area (in Sq. ft):

- iv) Whether Property tax, all Municipal Taxes, Local Taxes are included in the rent. Furnish details of such viz., Property tax, all Municipal Taxes, and other Local Taxes being levied and paid in respect of the accommodation offered:

**8. Are there any items or special services intended to be provided for payment of additional charges (besides the rent)? If so, please indicate each such service/intended to be provided with details of such charges separately against:**

**9. Particulars of completion certificate, Year of construction, age of the building etc. Enclose attested/self certified copy of completion certificate issued by Competent Authority Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like (Enclose copy of Affidavit from owner or Power of Attorney holder):**

**10. Facilities for vehicle parking (mention details):**

**11. Whether the building has been provided with the:**

- a) Running water, drinking and bathing/cooking, available round the clock?
- b) Sanitary and water supply installations have been provided?
- c) Electrical installation and fittings, Power Plugs, switches etc. provided or not
- d) Building has been provided with sufficient lights and fans in all rooms or not?
- e) If yes. give the Nos. of fans room wise Sanctioned Electricity load
  - i) Domestic
  - ii) Power

**12. Whether the building has been provided with the:**

- i) Dining hall /space for Mess:
- ii) Common room for the boarders:
- iii) Room for security/caretaker of the Hostel(s):

**13. Power Back-up facility / Generator**

- i) Details of Power Back-up facility / Generator with capacity:
- ii) Arrangements for regular repairs and maintenance of such Power Back up facility.
- iii) Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of Certificate to be enclosed)
- iv) Specify the lease period (minimum two years) and provisions for Provisions for regular repairs and maintenance and special repairs, if any of the building

**14. Whether the building has been properly constructed as per the approved plans?**

**15. Whether the building is ready for immediate use? If no, how long will it take to be ready?**

**16. Whether the building is easily accessible from National Highway/State Highway/motorable link road and in safe and secure area ?**

**17. Whether property tax, all municipality tax, local taxes are included in the rent? .Furnish details of such viz,, Property tax, all Municipal Taxes, and other Local Taxes being levied and paid in respect of the accommodation offered.**

**18. EMD detail:**                      **Intrument No.**                                      **Date:**                      **Amount:**

**Issuing Bank name & branch detail:**

**19. Bank details of the firm:**

**Account No.:**

**IFSC Code:**

**Name of the Bank:**

**Branch:**

**18. Any other salient aspect of the building which the party may like to mention.**

**19. Whether convicted any court of law? If convicted, indicate details:**

**Declaration:** (i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the Department may wish to take.

**SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEYHOLDER**  
(Delete as inapplicable)

**(NAME IN BLOCKLETTERS) (DESIGNATION AND SEAL WHERE APPLICABLE)**

**Annexure 2****Summary of Compliance to Requirement of Tender****Tender ID & Date:****Service offered for: Accommodation for Boys / Girls Hostel** (delete as inapplicable)**Boarder Capacity of the offered building:****Name of the Bidders:****Address:**

<b>Sl. No.</b>	<b>Description of requirement (For Girls' Hostel)</b>	<b>Yes/ No.</b>	<b>Page No.</b>
1.	Photocopy of Land/Building Deed		
2.	Photocopy of Ownership proof of the Building		
3.	Proof of authorization of the building, power of attorney also if the applicant is other than Owner		
4.	Copy of approved building plan with statutory clearance		
5.	Proof of Municipality Tax clearance		
6.	Proof of Electricity bill clearance		
7.	Photocopy of PAN card of building owner(s) and/or authorized person issued by the competent authority		
8.	A Banker's cheque or demand draft or FDR of Rs. 50,000/- (Fifty thousand only) as Bid Security (Earnest money Deposit/EMD)		
9.	Price Bid Proforma completed & sealed in separate envelope		
10.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		

**NOTE**

Submission of all the documents mentioned above along with declaration is mandatory. Non-submission of any of the information above may attract rejection of the bid.

Signature of Bidder with seal

**Annexure 3****Price Bid (Price Schedule Form)**

(Price Schedule for the service offered in INR)

**Tender ID & Date:****Service offered for: Accommodation for Boys / Girls Hostel** (delete as inapplicable)**Boarder Capacity of the offered building:****Name of the Bidders:****Location:****Hiring charge (in Rs.) per month/building**

- **Quoted price in figures** : .....
- **Quoted price in Word** : .....

**Note:**

- The bidder must be quote only the hiring charge of the building per month.
- Service Tax and other building related charge to be paid extra, if applicable.

Signature of Bidder with seal