

GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05

web: www.gurugramuniversity.ac.in

OPEN TENDER NOTICE

(Expression of Interest (EOI))

HIRING OF BUILDING FOR GIRL'S HOSTEL ACCOMMODATION

Gurugram University, Gurugram invites Expression of Interest (EOI) for hiring of building for Girls hostel accommodation for 100 students located in and around Gurugram University, Gurugram within 2 to 3 KM radius on Monthly Rental Basis.

Eligible and competent Service Providers/ Building owners/Agencies are requested to submit their offer in prescribed application form under two bid systems. The application form along with other EOI details & document can be downloaded from the Gurugram University, Gurugram website www.gurugramuniversity.ac.in

EOI duly filled in documents, complete in all respects should reach the office of the Deputy Registrar (General), Gurugram University, Gurugram – 122003. Last date for submission of (EOI) is 14/07/2023 up to 11:30 am and received tender will be opened at 03:30 pm on same day in the presence of the tenderers or their representatives, if they so desire, at Gurugram University, Gurugram

Registrar

HIRING OF BUILDING FOR GIRL's HOSTEL ACCOMMODATION

IMPORTANT INFORMATION & SCHEDULE

Name of Organization	Gurugram University, Gurugram
Tender Type (Open/Limited/EOI/ Auction/Single)	EOI
TenderCategory(Services/Goods/ works)	Service
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/Sell)	HIRING OF BUILDING FOR Girl's HOSTEL ACCOMMODATION
Date of publication of Notice for Expression of Interest	30-06-2023
Last date and time for Bid submission	14-07-2023 upto 11:30AM
No. of Covers (Two Bid System)	02
Date & Time of Opening of Technical Bids	14-07-2023 (15:00 Hrs)
Date of Visit to Proposed Hostel Premises by Expert Committee	To be notified later on
Date for opening of Financial Bids	To be notified later on
Place of Submission of EOI	Deputy Registrar (General), Gurugram University, Gurugram
Bid Validity days (180/120/90/60/30)	180 days (From date of opening of tender)
Address for Communication	General Branch, Gurugram University, Gurugram
Helpline No.	9728264999
E-mail Address	www.gurugramuniversity.ac.in

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HIRING OF BUILDING FOR GIRL'S HOSTEL ACCOMMODATION **ESSENTIAL FEATURES OF REQUIRED ACCOMMODATION**

1. The capacity of Building should accommodate around 100 students.
2. The distance between Gurugram University, Gurugram and hiring building should be within 2 KM to 3 KM.
3. The hostel building is required to accommodate 2 or 3 students per room.
4. The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment, neat and clean.
5. Ample number of bathrooms and toilets and must be in good condition, hygienic for required No. of students on Twin/ Triple sharing.
6. The adequate size of room should be filled with SUFFICIENT tube light/LED light, fans, AC and wardrobe.
7. Electricity and Potable Water for drinking, bathing and cooking, must be available round the clock.
8. All the sanitary and water supply installations connections must have been provided in the facility.
9. Electrical installation and fittings like power plugs, switches, charging points etc. must be in place.
10. In emergency power backup / generator facility should be available.
11. The building should have suitable provision and adequate space for running Mess for students.
12. The service provider/ Building owner must provide breakfast, lunch and dinner to the students and collect the charges of mess from the students.
13. The service provider/ Building owner must provide the necessary security arrangements.
14. The electricity & water supply service shall be provided by the owner at his own cost & expenses.
15. The Service provider/ Building owner must provide document of Sanctioned Electricity load.
16. Internet/ Wi-Fi must be provided by the owner.

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HIRING OF BUILDING FOR GIRL'S HOSTEL ACCOMMODATION TERMS & CONDITIONS

1. Gurugram University, Gurugram is desirous of hiring suitable Buildings / accommodation for Hostel for required No. of Students (100 No. of Students) located in and around Gurugram University, Gurugram within 2 to 3 KM radius on entirely temporary basis initially for a period of One year on monthly rent basis. The hostel building is required to accommodate 2-3 students per room.
2. No commercial activity other than the Hostel will be carried out on the leased premises.
3. Regular Potable water and electricity should be available and necessary standby arrangements would be provided for water & electricity.
4. Selected party shall be required to execute a lease agreement containing detailed terms & conditions with **Gurugram University, Gurugram**, in accordance with the provisions of the law applicable.
5. The Agreement shall be signed for a period of ONE year which may be extended for a further period of one year on mutually agreed terms and conditions on the satisfactory report of the students.
6. Building offered must be free from all encumbrances, claims and legal disputes etc.
7. The electricity and water supply lines / connection shall be provided by the owner at his/her own cost and expenses. However, the **Gurugram University, Gurugram**, shall pay all running charges with respect to electric power, light and water charges of the said premises during the lease period on the basis of actual consumption. If any default occurred in electricity services or water supply due to any reason, the service provider has to fix the same as soon as possible or within a period of 01 day at its own expenses. If such major default occurred contractor has to contact the concerned department himself. If the default continues to remain for a period of more than 01 day then the University reserve the right to charge a penalty at the rate of 10% per day of the total rent payable by the University to the contractor. If the condition remains same and problem not resolved within period of 10 days the University reserve the right to terminate the agreement by giving a notice period of 07 days.
8. Building should be preferably three storeys including ground floor, if more than 3 storeys then lift must be available in working condition with all the safety features and with Safety Certificate.
9. The **Gurugram University, Gurugram**, reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for non-issue of work.
10. The decision of the **Gurugram University, Gurugram**, will be final in case of any dispute arising in the implementation of the terms of the contract.
11. Service Maintenance charge should be mentioned, if any Gurugram University, Gurugram, will not pay any Holding Tax or dues for hired building.

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12. The building should have been properly constructed as per the approved safety plans.
13. All property tax, all municipality tax, local taxes will be included in the rent. To Furnish details of such viz. Property tax, all Municipal Taxes and other Local Taxes being levied and paid in respect of the accommodation offered.
14. Clearance Safety certificate from Fire Department, Structure Safety Certificate from Building safety department in case of commercial building.
15. Proper Fire safety arrangements are mandatory.
16. Housekeeping Staff must be females only.
17. No outsiders will be allowed in the hostel premises.
18. Consumption of Alcohol/ Tabaco/unlawful products will be strictly prohibited in the premises.
19. Any other salient aspect of the building which the party may like to mention.
20. 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.
21. The service provider/ Building owner must provide breakfast, lunch and dinner to the students and collect the charges of mess from the students.
22. The service provider/ Building owner must provide the necessary security arrangements.
23. **SECURITY:** The selected party has to submit Performance Security @ 5% of the annual rental value in form of a Bank Guarantee valid for six months after the expiry of the Lease Agreement period.
24. **PAYMENT:** Gurugram University, Gurugram, will only be liable to pay fixed monthly Rent (charge, electricity and water supply on the basis of actual consumption and fixed monthly Service Maintenance charge if any). Payment will be made by cheque/RTGS/NEFT month wise on submission of bill. **Mess charges of the students will be collected by Service provider/ Building owner.**
25. If building capacity will be found not suitable accommodation for 100 students, then the rent will be paid only for actual student accommodation strength of building and payment will be made on pro- rata basis based on rent mentioned above.
26. Gurugram University, Gurugram will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises.
27. **PENALTY CLAUSE:** The Gurugram University, Gurugram reserves the right to check and inspect the Hostel premises on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the EOI/Agreement may impose penalty on the service provider / building owner for those deficient services. The penalty will be decided by the expert committee of the Gurugram University, Gurugram and the decision will be binding on the service provider/ building owner.
28. **TERMINATION:** The Agreement may be terminated by giving 02 months' notice by the either party to the Agreement. However, during such notice period the buildings/accommodation along with all ongoing facilities shall remain in the possession of Gurugram University, Gurugram
29. If any dispute further arises the court of Gurugram district Court and Punjab & Haryana High Court Chandigarh shall have the exclusive jurisdiction.

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HIRING OF BUILDING FOR GIRL'S HOSTEL ACCOMMODATION PREPRATION & SUBMISSION OF PROPOSALS

1. The Applicants/ Tenderers are advised to go through the tender documents and understand the requirement and terms and conditions specified therein before submitting the tender.
2. Gurugram University, Gurugram is desirous of hiring suitable Buildings / accommodation for Hostel for required No. of Students (100 No. of Students) located in and around Gurugram University, Gurugram within 2 to 3 KM radius on entirely temporary basis initially for a period of One year on monthly rent basis. The hostel building is required to accommodate 2-3 students per room.
3. Eligible and competent Service Providers, building owners/Agencies are requested to submit their offer in prescribed application form under two bid systems in the standard formats prescribed in the Tender documents, displayed as **TECHNICAL BID** Annexure: I & **FINANCIAL BID** as Annexure: II
4. The tender documents can be downloaded from the Gurugram University, Gurugram website www.gurugramuniversity.ac.in OR (can be obtained from the office of the Deputy Registrar (General), Gurugram University, Gurugram – 122003 in person on any working day after publication of this notice).
5. All the requisite information should be filled up in prescribed form and the filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.
6. **PREPRATION OF BIDS:** The offer/bid should be prepared in two bid systems (i.e.) in prescribed format as Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions and sporting documents. Financial bid should indicate only price.

Technical Bid: Technical Bid should contain the following:

- I. Technical Bid:** Technical Bid should contain the company Profile on printed letter head of the Bidder's firm in prescribed TENDER FORM as TECHNICAL BID FOR PRE-QUALIFICATION in ANNEXURE "I" along with all other required information /documents etc.

Technical Bid shall contain papers regarding:

- a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as **Annexure-"I"** duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the EOI.

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- b. Ownership document of the building Or Agreement Copy if the premise is on lease.
- c. Fire safety certificate from fire safety department.
- d. Structural safety certificate from competent authority/local authority or structural designer registered with Govt./local authority. (Both in case it is a commercial building).
- e. Document for sanctioned Electricity load.
- f. Income Tax /PAN Registration Certificates
- g. All other requisite documents in support of Bid

II. Financial Bid: Financial bid should contain Providers/ Building owners/Agencies name and **monthly Rental** including all charges to be quoted by bidder. The financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The Financial Bill has to be submitted in the format as prescribed TENDER FORM as FINANCIAL BID **ANNEXURE "II"**.

III. These envelopes should be securely sealed separately and clearly marked as "Envelope No:1–Technical Bid" and "Envelope No:2– Financial Bid" respectively.

IV. The envelopes containing the Technical bid, financial bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and "**BID FOR HIRING OF BUILDING FOR GIRL'S HOSTEL ACCOMMODATION FOR GURUGRAM UNIVERSITY, GURUGRAM**". It will also mention the name of the Providers/ Building owners/Agencies with address.

- 7. The Gurugram University, Gurugram shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This may be reason for rejection of the bid. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non- responsive.
- 8. EOI duly filled in documents, complete in all respects should reach the office of the Deputy Registrar (General) Gurugram University, Gurugram - 122003. Last date for submission of Tender (EOI) is 14/07/2023 up to 11.30 A.M. and received tender will be opened at 03:00 P.M on same day in the presence of the tenderers or their representatives, if they so desire, at Gurugram University, Gurugram.
- 9. Technical bids submitted by the bidders would be examined and their premises would be inspected by the expert committee constituted by the Gurugram University, Gurugram.
- 10. The financial bids of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the hostel.

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ANNEXURE-I

APPLICATION FORM

HIRING OF BUILDING FOR GIRL'S HOSTEL ACCOMMODATION FOR UNIVERSITY

Sl. No.	Requisite Information	Firms Response
1.	Name of The Service Provider(s)/ Building owner(s)/Agencies
2.	Full Address of the Service Provider(s)/ Building owner(s)/ Agencies
	Telephone /Mobile No.
	E mail ID	
3.	PAN No. details	
4.	Legal Status of holding: 1.Building Proprietorship 2.Building Partnership 3.Building on Lease 4. Other, specify. (Attach the documentary proof)	
5.	Detail Location & Address of Building offered to be HOSTEL Premises
6.	Total Area offered for rent: 1.Total Carpet Area (in Sq. ft) 2.Total covered area (in Sq. ft) 3.Total Plinth Area(in Sq. ft)
7.	Distance of offered Hostel Premises	

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	from Gurugram University, Gurugram Premises with layout and drawings of Hostel premises.	
8.	Road width (In Feet)/ Landmark where the accommodation is situated.	
9.	If Building is as Valid hostel, attached license.	
10.	Have Lift Provision in offered Building?	
11.	Have Valid Electric Power in offered Building?	
12.	Have alternate provision of Electric supply in the offered Building?	
13.	Are there any items or special services Charges 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.	1. 2. 3. 4.
14.	Attach the Following documents: 1. Ownership Documents 2. Building approved Drawings 3. Structure Certificate 4. Fire Safety clearance Certificate 5. No. of Fire Extinguishers installed 6. Sanctioned Load from respective Authorities 7. Water/Sewage Connection 8. Lift AMC Agreement certificate with manufacturer
15.	Agreed to provide all amenities as per tender document?
16.	Agreed to sign for a period of ONE year which may be extended for a further period?
17.	Agreed to deposit security as specified?
18.	Whether agrees to abide by the terms and conditions of the tender document? In the event of award of the contract?

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19.	Name of Contract Person & Mobile No. -----
20.	Details of Bank :	Name of Bank: _____ Account No. : _____ Account Holder _____ IFSC Code : _____ MICR Code : _____
21.	Payment Terms agreed as Specified in tender documents.	

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application/ contact and that Gurugram University, Gurugram reserves its rights to take such action as it may deem fit in such an eventuality.

(Signature of the authorized Signatory)

Name of signatory:

Date:

Place:

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ANNEXURE-II

FINANCIAL BID

HIRING OF BUILDING FOR GIRL'S HOSTEL ACCOMMODATION FOR UNIVERSITY

Sr. No.	Description of Charges	Amount (Rs)
1.	Rent of premises for 100 students for One month	In Figures (Rs):..... In Words (Rs.).....
2.	Rate of Electric Charge in Unit	In Figures (Rs):..... In Words (Rs.).....
3.	Rate of Water Charge Monthly	In Figures (Rs):..... In Words (Rs.).....
4.	Service Maintenance charges Monthly	In Figures (Rs):..... In Words (Rs.).....
5.	Monthly Mess Bill per student (Menu attached as Annexure-III)	In Figures (Rs):..... In Words (Rs.).....
OR		
	Combo Offer by consolidating Sr. No. 1 to Sr, No.5 per student per month	

Note: If building capacity will be found not suitable accommodation for 100 students, then the rent will be for actual student accommodation strength of building and payment will be made on pro-rata basis based on rent mentioned above.

(Signature of the authorized Signatory)

Name of signatory:

Name of the Service Provider(s)/

Building owner(s)/Agencies:

Date:.....

Place:

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Menu

DAY/ MEAL	BREAKFAST	LUNCH	DINNER
Monday	Bread Butter/ Sandwich +Milk or Boiled Egg/ Cornflakes	Rajma+ Rice+ Salad+ Chapatti + Dahi	Shahi Paneer/ Kadhai Paneer + Moong Masoor Dal + Salad+ Chapatti + Ice Cream
Tuesday	Aloo Puri + Achaar + Tea	Channa Dal + Jeera Rice/ Pulao + Chapatti + Raita + Salad	Mix Dal + Mix Veg + Salad + Rice + Chapatti + Kheer
Wednesday	Milk + Banana+ Macroni with Sauce	White Choley + Rice + Chapatti + Raita + Salad	Dal Makhni + Seasonal veg +Rice + Chapatti + Rasgulla + Salad
Thursday	Pyaz Pratha + Achaar + Milk	Rajma+ Rice+ Salad+ Chapatti + Raita	Matar Paneer + Masri Dal + Chapatti + Rice + Gulab Jamun + Salad
Friday	Bread Omlette with Sauce/ Pav Bhaji + Milk	Urad Channa Dal + Jeera Rice + Chapatti + Raita + Salad	Channa Masala + Salad + Jeera Aloo + Rice + Chapatti + Suji Halwa
Saturday	Aloo Pyaz Mix Paratha + Tea + Dahi	Dal Makhni + Masala Pulao + Salad + Chapatti + Raita	Channa Dal + Seasonal Veg + Rice + Salad + Chapatti + Seviyana
Sunday	Poha + Milk	Choley Bathure + Salad + Lassi + Achaar	Aloo Matar + Dal Fry + Rice + Chapatti + Salad + Moong Dal Halwa