



गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No. 25 of 2009)

**Name of Work: Tender Document for Hiring of
Building for Central University of Gujarat Hostel**

Tender No: CUG/11/2022-23

Date: 23/02/2023

CENTRAL UNIVERSITY OF GUJARAT

Sector 29, Gandhinagar - 382030

Email: iwd@cug.ac.in

Phone No.: 079 23977 410



गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

गुजरात केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No. 25 of 2009)

Contents

1.0 Introduction:	1
2.0 Terms & Conditions:.....	1
3.0 Procedure for Submission of Tender	2
4.0 Opening of Tender	3
5.0 Tender Evaluation	3
6.0 INSURANCE:.....	4
7.0 COMMENCEMENT & TERMINATION:	4
8.0 INDEMNIFICATION:	4
9.0 TERMS OF PAYMENT:	4
ANNEXURE I: Technical Bid.....	5
ANNEXURE II: Financial bid	9

1.0 Introduction:

Central University of Gujarat invites sealed tenders from interested parties for hiring of accommodation space for Students Hostel (for Boys and Girls, separately) on monthly rental lease in Gandhinagar within 10 kilometers from its campuses at Sector-29 and Sector-30, Gandhinagar, Gujarat.

Interested bidders may submit their offers in the prescribed format which may be downloaded from the university website and/or from Central Public Procurement Portal and forward the same to the Registrar, Central University of Gujarat, Gandhinagar with a non-refundable fee of Rs 1000/- in the form of Demand Draft in favor of The Registrar, Central University of Gujarat, Gandhinagar. **The last date for the receipt of tender is 09/03/2023 by 3.00 P.M. The technical bids will be opened on 10/03/2023 at 11.30 A.M.**

Priority would be given to the premises belonging to Public Sector Units / Government Departments / Public Financial Institutions. The lease agreement format of Government of India will be strictly adhered to. Being a Central University, no advance payment will be made for the purpose of hiring the premises. No brokerage will be paid.

The Date, Time and Venue of opening of Financial Bid will be intimated separately. Therefore, the tenderers / bidders are advised to check the University Website regularly. Financial Bids of only those bidders whose technical offers are found valid, eligible, and acceptable shall be opened. The University reserves the right to reject any or all bids without assigning any reasons thereof.

2.0 Terms & Conditions:

- Central University of Gujarat, Gandhinagar is desirous of hiring suitable Buildings for Hostels (for Boys and Girls, separately) in and around Gandhinagar but not farther than 10 kilometers from its campuses at Sector-29 and Sector-30, Gandhinagar on monthly rental lease on temporary basis initially for a period of one year which may be extended for further two years (Total not more than three years) after satisfactory performance. The hostel buildings are required to accommodate a minimum of 100 and maximum of 400 students of the University.
- The building should be constructed as per the sanctioned / approved plan of the competent development authority. The building should be well maintained.
- The premises should be in good locality and should be at either walking distance or well-connected by public transport from Railway Station / Bus Stand / National Highway / State Highway / Motorable Link Road, in safe and secure premises suitable for students / staff of University.
- The building should be complete in all respects to be put to immediate use and the owner / owners of the premises will have to hand over the possession of premises within 02 (two) weeks after acceptance of their offer by the Central University.
- The rent proposed to be charged should be inclusive of all amenities but excluding taxes. The taxes that are to be levied should be mentioned separately.
- Repair work, if any pointed out by the University shall be carried out by the owner within 15 days failing which the same shall be done by the University and cost of it, up to ceiling of one month's rent, shall be recovered out of the rent payable in the next month.

- Regular 24x7 water and electricity must be available. Stand-by arrangements would be preferred for water & electricity. Water and electric meters for the premises should be exclusive for university. Charges will be paid by the university as per meter readings.
- The selected party shall be required to sign a lease agreement containing detailed terms & conditions with CUG, in accordance with the provisions of the law applicable. The Agreement shall be signed for a period of 01 (one) years which may be extended further on mutually agreed terms and conditions on the satisfactory report of the University.
- The building offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership / power of attorney of building, latest payment of all taxes, duties, dues, telephone, water, electricity charges etc. must be submitted along with this Tender document.
- All existing and future rates, taxes including property taxes, assessment charges and other out-going whatsoever of description in respect of the said premises, shall be payable by the owner thereof.
- Enough fire extinguishers, buckets with sand etc. shall be installed on each floor of the building.
- Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / State Government department (PWD, R&B etc.) / Government approved valuer and final approval / sanction by the Central University.
- The rooms required for Students Hostel shall be airy and sufficiently well-lit with proper ventilation and large enough to accommodate at least two and desirably three / four students as well as requisite furniture i.e a bed and mattress, a table and a chair and a cupboard for each student.
- The building should have suitable provision for running the Mess/Cafeteria, television room, reading space etc. for the students.
- The University reserves the right to consider / reject any such proposal without assigning any reason. In case of rejection of application for issue of tender, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for no issue of tender.
- The decision of the University will be final in case of any dispute arising in the implementation of the terms of the contract.

3.0 Procedure for Submission of Tender

- Both the bids (Technical and Financial) duly signed by Owner, or his Authorized Signatory should be sealed in two separate envelopes as described below:
- ENVELOPE 1: containing Technical Bid in ANNEXURE – I duly completed in all respects along with all relevant documents and Demand Draft towards requisite fee as mentioned above separately.
- ENVELOPE 2: containing the Financial Bid in ANNEXURE – II showing rates, financial terms and conditions etc.
- Both the said Envelopes should be super scribed in bold letters with the statements “TECHNICAL BID FOR HIRING OF BUILDING FOR CUG” OR “FINANCIAL BID FOR HIRING OF BUILDING FOR CUG” as the case may be.
- Finally, the above-mentioned two envelopes should be sealed in a single cover, super scribed as ‘BID FOR HIRING OF BUILDING FOR CUG’; Name and Mobile Number of the

interested party and shall be submitted by Regd./Speed Post/ Courier only at the following address on or before the 09/03/2023 (3:00 PM)

The
“Registrar”
Central University of Gujarat
Near Jalaram Temple
Sector – 29, Gandhinagar

NOTE: Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

- A Technical Bid should be accompanied with the documents, as per ANNEXURE – I, without which the tender will be considered incomplete and hence, summarily rejected.
- The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders’ acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

4.0 Opening of Tender

- While opening the tenders, the envelopes containing Technical Bids and requisite fee shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open the Financial Bid after evaluation of the Technical Bids. Financial Bids of technically qualified bidders will only be opened.
- The Committee appointed by the Competent Authority in University may visit the building(s) offered by bidders to ascertain the suitability of the building. The bidders would be treated to have been qualified for opening of their Financial Bids after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of the University after visiting the building(s). The date, time, and place for opening of Financial Bids would be informed to the bidders whose technical bids are found acceptable by E-mail or Telephone.
- The bidders, if they so desire, can depute their representatives for opening of Bids.

5.0 Tender Evaluation

- The Bids would be evaluated based on criterion like distance, availability of parking space, availability of power back-up, suitability of building for the University and rates quoted for rental of carpet area of the space. Rates quoted for other facilities shall not be taken into account for the said purpose. If the rates quoted for the facilities e.g., power back-up, electrical fixtures, AC, etc. does not suit the University.
- The Bid evaluation shall be a 2-stage process: technical and financial. 1st Stage being technical evaluation that shall be done based on information asked in ANNEXURE – I.
- The bidders that are technically qualified (1st Stage) shall be considered for financial evaluation (2nd Stage) in accordance of ANNEXURE – II.
- Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / State Government department (PWD, R&B etc.) / Government approved valuer and final approval / sanction by the Central University.

6.0 INSURANCE:

At all times during the currency of the lease period, it shall be responsibility of the owner of the building to obtain insurance coverage in line with standard industry practice, including cover for fire, theft and natural calamities.

7.0 COMMENCEMENT & TERMINATION:

The agreement for hiring of building shall come into force immediately after it is executed and shall remain in force for the period agreed upon.

The agreement may be terminated by giving three months' notice by the CUG. However, during such notice period the buildings shall remain in the possession of CUG.

8.0 INDEMNIFICATION:

The party (ies) shall keep the CUG indemnified against all claims/litigation in respect of the buildings/accommodation so hired by CUG, whatsoever.

9.0 TERMS OF PAYMENT:

The rent charges shall be paid at the fixed rate at the end of each month or as per the lease agreement entered into with the party on the terms & conditions mutually agreed upon. Advance payments shall not be ordinarily made unless specifically agreed upon or allowed by the Vice-Chancellor, CUG.

The monthly payment of rent shall be subject to deduction of taxes as per rules.

ANNEXURE I: Technical Bid

1.	Full Particulars of the Legal Owner of the premises i) Name ii) Address(es) iii) Telephone Numbers a) Business b) Residential iv) Tele Fax Number v) E-Mail Address	
2.	Full particulars of person(s) offering the premises on rent/lease and submitting the tender i) ii) iii)	
3.	Status of the applicant regarding the accommodation offered for hiring (enclosed power of attorney also if the applicant is other than owner).	
4.	Complete details of the building viz., i) Postal Address ii) Location iii) No. of Floor	
5.	Total Area offered for Rent. i) Total Carpet Area (in Sq. Meters) ii) Total Covered Area (in Sq. Meters) iii) Total Plinth Area (in Sq. Meters)	
6.	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.	
7.	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 each such service facility.	
8.	Particulars of completion certificate, Year of construction, age of the building etc. Enclose attested/self-certified copy of completion certificate issued by Competent Authority.	
9.	Whether accommodation offered for rent is free from litigation including disputes regarding ownership, pending taxes, due or like (Enclose copy of Affidavit from owner or Power of Attorney holder)	
10.	Quantum of Open ground available	
11.	Facilities for vehicle parking (mention details)	

12.	No. of Lift(s)/Carrying Capacity etc. Also provide details of Make, year installation, AMC etc.	
13.	Number of BATHROOM floor wise with details	
14.	a) Whether running water, both drinking and otherwise, available round the clock? b) Whether sanitary and water supply installations have been provided for?	
15.	a) Whether electrical installation and fittings, Power Plugs, switches etc. provided or not b) Whether building has been provided with sufficient lights and fans in all rooms or not? If yes, give the Nos. of fans floor wise.	
16.	Sanctioned Electricity load i) Domestic ii) Power	
15.	i) Details of Power Back-up facility / Generator with capacity ii) Arrangements for regular repairs and maintenance of such Power Back up facility.	
16.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of Certificate to be enclosed)	
20.	Specify the lease period (minimum one year and maximum three year) and provisions for Extension.	
21	Whether the building has been properly constructed as per the approved plans of GMDC/Municipal Authorities. Deviations/Disputes, if any has to be mentioned in detail.	
22.	Whether the owner of the building is agreeable to i) Monthly rent as determined and fixed by Competent Govt. Authority like CPWD. ii) Monthly rent fixed as per (i) above to remain valid/constant for initial lease (minimum one year)	
23.	Provisions for regular repairs and maintenance and special repairs, if any of the building/furniture.	
24.	Any other salient aspect of the building which the party may like to mention.	
25.	Remarks, if any.	

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 university may wish to take.

(iii) I agree to receive monthly rent as determined by the competent Govt. Authority in respect of above building and I agree to abide by all the terms and conditions that may be specified in this regard.

(iv) we offer the building, which is complying all bye laws / standards / approvals etc required for hostel purpose.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER
(Delete as inapplicable)

(NAME IN BLOCK LETTERS)

(DESIGNATION AND SEAL WHERE APPLICABLE)

1.	Status of the Applicant with regard to Building/Accommodation offered for hire by the owner or Power of Attorney Holder	
2.	Companies Postal Address Location No. of floor	
3.	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	
4.	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 each such service facility.	

N. B.: Offers containing terms for payment of Security Deposits/Advance Rent and/or for increase in rent during initial lease period of three years are liable to rejection without any reference to concerned parties.

SIGNATURE OF LEGAL OWNER/POWER
OF ATTORNEY HOLDER (delete as inapplicable)

(NAME IN BLOCK LETTERS)

(DESIGNATION AND SEAL WHERE APPLICABLE)

List of Enclosures:

Attested photocopies/certified true copies of following documents are required to be annexed with the bid. Bids received without these documents are liable to rejection without any reference to the party, whatsoever. Originals of these documents/certificates shall be produced at the time of execution of Lease Agreement.

1. Title Deed showing the ownership of the premises with the owner with power of attorney in the name of applicant (if applicable.)
2. Floor Plan Sketch, Blue Print of building duly attested/certified true copy showing area offered for rent/hire. The area under occupation of Owner, either by one or other tenants in the building should also be shown in the sketch plan/drawing. Also provide list of assets offering.
3. Affidavit from Owners and if tender is submitted by the Power of Attorney Holder, an Affidavit from such Power of Attorney Holder regarding accommodation offered for hiring being free from any litigation/liability/pending dues and taxes.
4. Attested photocopy/attested True Copy of Completion Certificate from Competent Authorities
5. Attested Photocopy/Certified True Copy of Fire Clearance Certificate issued by Competent Authority
6. Undertaking for agreeability to fixation of rent as per Govt. Rules/CPWD and for rent on initial hiring to remain in force for the initial lease period of three years.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER

(Delete as inapplicable)

(NAME IN BLOCK LETTERS)

(DESIGNATION AND SEAL WHERE APPLICABLE)

ANNEXURE II: Financial bid

1. Name:
2. Address (Office & Residence):
3. Telephone & Mobile No.:
4. E-mail ID:
5. Address of Property offered:
6. Offered student strength:
7. Capacity of one room & total capacity:

Sr. No.	Description	Total Area offered (sq.m)	Unit Rate (Rs. /sqm)	Total Amount per month (Rs.)
1	Rent for the Hostel facility being leased / extended for building/ Contiguous buildings (including all the facilities and amenities, in the building(s) as a whole and in the flats/rooms as sought in the tender)			
2	Housekeeping (1 Persons) Charges per month (if required)			
3	Security (1 Persons) Charges (if required)			
4	Taxes (if any)			
	Total Hiring charges per month			

NOTE:

- a. Lower Bidder shall be decided based on the total amount filled in above and any rent revision proposed. No other charges shall be considered in deciding the lowest bidder.
- b. Quote should be covering all taxes and duties. This shall be the amount payable by the University monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in figures and words, the amount in words shall prevail.
- d. Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / State Government department (PWD, R&B etc.) / Hiring Committee / Government approved valuer and final approval / sanction by the Central University.

Signature of the Legal Owner / Power of Attorney Holder
(Delete as inapplicable)

(Name in Block Letters)
(Designation and Seal where applicable)