



# Indian Institute of Information Technology Vadodara

Block No. 09, c/o Government Engineering College Campus,  
Sector 28, Gandhinagar - 382 028, Gujarat.  
Contact No.: 079 - 23977 504 | URL: www.iiitvadodara.ac.in

No.: IIITV/PUR/EOI/EMPANELMENT/STUDENT HOSTEL/DIU/24-25/07

3<sup>rd</sup> March 2025

EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS TO  
PROVIDE STUDENT HOSTEL ACCOMMODATION LOCATED WITHIN  
25 KMS FROM THE INSTITUTE'S DIU CAMPUS

## Location of Diu Campus

IIIT Vadodara – International Campus Diu (IIITV-ICD)  
Education Hub, Kevdi – Diu (U.T.) – 362 520.

THIS EMPANELMENT IS ON RENTAL BASIS OF PER STUDENT FOR  
A PERIOD OF TWO YEARS WHICH CAN BE EXTENDED BY ONE MORE  
YEAR SUBJECT TO SATISFACTORY PERFORMANCE WITH SAME TERMS  
& CONDITIONS.



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1. **Key Information.**

(a)	Earnest Money Deposit / Bid Security	Rs. 2,50,000.00 (Rupees Two Lakh and Fifty Thousand Only) in the form of demand draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
(b)	Performance Guarantee	Performance Guarantee at the rate of 10% of no. of seats offered in bid x Seat rent quoted per student per semester.  The performance guarantee is to be submitted in the form of bank guarantee. Please refer to Annexure – IV of the EOI document for proforma of bank guarantee.
(c)	Pre-Bid Meeting	17 March 2025 at the Institute's Sector 28, Gandhinagar Campus.
(d)	Last Date & Time for seeking clarification	24 March 2025 up to 1700 hours by an email on <purchase_section@iiitvadodara.ac.in> OR an ink signed copy at the Institute.
(e)	Closing Date & Time of EOI Submission	28 March 2025 up to 1500 hours.
(f)	Technical Bid Opening Date & Time	28 March 2025 at 1530 hours.
(g)	Financial Bid Opening Date & Time	Eligible bidder would be informed by email.
(h)	EOI Validity	180 days from the due date of submission of EOI document.
(i)	Correspondence Address	PIC, Purchase Section Indian Institute of Information Technology Vadodara Block No. 09, c/o Government Engineering College Campus, Sector 28, Gandhinagar – 382 028, Gujarat. Contact No. 079 – 23977 504.

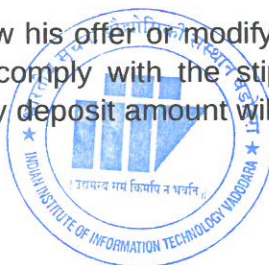


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## 2. Bidding Process.

- (a) The bidder should download the EOI document from the Institute's website at [www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in). and should ensure to submit duly endorsed EOI document. The corrigendum/amendment/correction, if any to this EOI will be published only on the Institute's website.
- (b) The EOI document should be prepared in two bid format as technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions and supporting documents. The financial bid should indicate only price.
- (c) The technical bid should contain the filled up application for pre-qualification as prescribed in Annexure- II duly signed on each page by the authorised signatory of the bidder as a mark of acceptance of all conditions of the EOI document.
- (d) The financial bid should contain service provider/premises owner/agency name and rent (per student per semester) basis inclusive of all charges.
- (e) The financial bid shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The financial bid has to be submitted in the format as prescribed in EOI as financial bid Annexure – III.
- (f) The sealed envelopes of technical and financial bid are to be put in a single envelope duly sealed and superscribed as EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS TO PROVIDE STUDENT HOSTEL ACCOMMODATION.
- (g) The bid completed in all respect must be submitted to PIC, Purchase Section, Indian Institute of Information Technology Vadodara, Block 09, c/o Government Engineering College Campus, Sector 28, Gandhinagar - 382028, Gujarat by due date and time as mentioned 1 (e). The bid received after the scheduled date and time will be rejected. The Institute will not be responsible for any transit delay. Submission through fax and email will not be accepted.
- (h) The bidder is expected to examine all instructions, forms, terms & specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. The bid not complying with EOI conditions and not conforming to EOI specifications will result in the rejection of its bid without seeking any clarifications.
- (i) The bid will not be considered without earnest money deposit amount (Refer 1 (a)).
- (j) The EMD of the successful bidder will be returned to them without any interest after submission of performance guarantee.
- (k) The bidder has to submit the performance guarantee within 15 days from the date of Letter of Intent (LOI)/Agreement else the EMD amount will be forfeited. The performance guarantee will be returned without any interest after completion of contract / agreement period (Refer 1 (b)).
- (l) The earnest money deposit amount of unsuccessful bidder will be returned to them without any interest within 30 days after awarding the offer.
- (m) The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the earnest money deposit amount will be forfeited.

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- (n) The technical bid will be opened as per the timing mentioned in 1(f) in presence of the bidders' representative who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.
- (o) The technical bid submitted by the bidder would be examined and their premises would be inspected by the technical bid evaluation committee constituted by the Institute.
- (p) The financial bid will be opened only after the technical evaluation of bid and the financial bid of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the student hostel.
- (q) The Institute reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
- (r) In the event of any dispute or difference between the Institute and the bidder arising out of non compliance of EOI terms and conditions or any other cause whatsoever relating to the EOI shall be referred to The Director of the Institute, whose decision shall be final and binding on both the parties.
- (s) All disputes shall be subject to the Civil Court Jurisdiction of Gandhinagar, Gujarat Only.
- (t) All correspondence has to be in English language including affidavit, undertaking etc.
- (u) 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.



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### 3. Requirement of Institute.

#### (a) Essential Requirement of Premises.

- (i) The total institute requirement is to accommodate around 250 students at Diu campus.
- (ii) In case bidder is unable to provide above requirement, they may quote for minimum of 90 students capacity.
- (iii) At least 60 sq. ft floor space per student within the living area.
- (iv) The occupants should be provided with 01 Bed (minimum 6 ft. x 2.5 ft.) , 01 Study Table (3 ft. x 2 ft. x 2.5 ft.) 01 Chair, 01 Almirah (6 ft. x 3 ft. x 1.5 ft.) with sufficient light (LED light), and fans in their rooms.
- (v) Ample number of clean and hygienic quality bathrooms and toilets in good condition should be provided for residents (minimum 1 WC and Bath for 6 Students).
- (vi) The electrical installation and fittings like power plugs, switches, charging points etc. must be provided (minimum 2 charging points per student).
- (vii) The each room of the premises should have curtain for all windows.
- (viii) The premises should have adequate space for kitchen and dinning for residents. The bidder has to provide adequate dinning furniture. However, providing mess service is not a part of this EOI.
- (ix) The premises should have adequate space for common offices for staff / wardens and official meetings.
- (x) Electricity and drinking water must be available round the clock.
- (xi) Sanitary and water supply installation connections.
- (xii) Adequate RO drinking water facilities at common places of premises should be provided.

#### (b) Desirable Requirement of Premises.

- (i) The premises design should accommodate between 1 to 4 student per room subjected to space requirement and furniture layout.
- (ii) The premises should have one spare room separately for up to 150 seats or part there of.
- (iii) The premises should have neat and clean, hygienic, well ventilated rooms.
- (iv) The premises should have power backup / generator facility in working conditions for services and common areas.
- (v) The premises should have adequate open space for students activities.
- (vi) If the premises is more than three storey (G+3), elevator should be provided with all safety certification and essential service power backup for power failure.
- (vii) Area of the premises should have internet connection through cellular network.

*B. Chetani*  
03/03/2025



(c) **Documentation of Premises and Bidder.**

The bidder are required to attach the following documents with the technical bid. In absence of these documents, the technical bid will not be considered for further evaluation.

- (i) The premises offered must be free from all encumbrances, claims and legal disputes. The declaration in this regard as per the Annexure – I is to be given on bidder's letterhead with duly sealed and signed with the technical bid.
- (ii) Ownership documents and Building approved drawings of offered premises.
- (iii) If the Bidder is not the owner of the property, then the lease agreement / consent letter between property owner and the bidder that the property is available for IIIT Vadodara hostel purpose for this much period.
- (iv) Building Utilization certificate
- (v) Fire safety clearance certificate and details of no. of fire extinguishers installed in the offered premises.
- (vi) Valid Elevator safety clearance certificate
- (vii) If the premises offered is a residential property, then NOC from the Resident Welfare Association / Chairperson of the residential society.
- (viii) The bidder has to submit notarized undertaking on stamp paper of appropriate value from the property owner / attorney holder stating that they are the sole authorised bidder to participate in the Institute's EOI enquiry for empanelment to provide hostel accommodation for the offered premises.
- (ix) List of institutes / organizations along with satisfactory performance certificates where the bidder has provided the similar services earlier (preferably from government institution / organization).
- (x) List of current running contracts (if any) for providing similar services to the institutes / organization.



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**4. Services included in Seat Rent Per Student Per Semester.**

- (a) Housekeeping Service (Common Area & Room Cleaning):
- (i) Attached toilet - once a day (timings to decide jointly)
  - (ii) Common toilet - twice a day (timings to decide jointly)
  - (iii) Corridor area - once a day (timings to decide jointly)
  - (iv) Passage area - once in two days (timings to decide jointly)
  - (v) Open area (gardens, parking etc.) - once in a week (timings to decide jointly)
  - (vi) Dustbin pick up - once a day (timings to decide jointly)
- (b) Security Service: Professional (Trained) Security Guards (Male & Female) and Security Supervisor (24 x 7)
- (c) Maintenance Service: Electrician & Plumber for Day and Night
- (d) Septic Tank (Sewage) Cleanning: Periodic cleanning carried out by the agency.
- (e) Common area electricity charges must be incorporated in seat rent (per student per semester)
- (f) Per Student Electricity Consumption Charges up to 35 Units per month to be included in the seat rent. The charges for additional units of electricity consumption of room /apartment to be borne by the student based on separate electricity meter.
- (g) Water charges must be included in the seat rent.
- (h) The seat rent of per student per semester should be inclusive of any existing statutory taxes (GST etc.) to be paid in relation to the offered premises and rent.

**5. General Terms & Conditions.**

- (a) The empanelment of the premises is for a period of two years which can be extended for one more year with escalation of 5% in seat rent of per student per semester.
- (b) The empanelment can be done with one or more bidders as per the selection criteria looking of requirement and suitability and at the sole discretion of the Institute.
- (c) The bidder may quote for multiple properties in one bid. The bidder has to pay the EMD amount as mentioned 1 (a) towards the consolidated bid. However, it will be the sole decision of the Institute to either consider full or part proposal of the property. The bidder can quote differently for different properties as a single bid. The Institute may consider taking full or part of a property as per the requirement. The Institute reserves the right to alter the quantity of requirement before finalisation of the contract.
- (d) Seat Rent per student is one of the major criterias to be considered by the Institute while finalizing hostel.
- (e) No commercial activity (unrelated with students) will be permitted in hostel premises. The premises may have cafeteria/night canteen, salon, stationery shop etc. for hostel residents. In case of multi storey building, the commercial activities in terms of occupied floor, staircase, entry and exit may be allowed but the hostel premises must be isolated from commercial activities.
- (f) Other students are not permitted to stay in the building/floor/block offered to the Institute's students.

*Abhishek*  
03/03/2025







**7. Payment Terms & No deposit from the students.**

(a) The payment towards the seat rent of the students will be made on three months advance basis as per the following to the empanelled service provider directly through NEFT.

Sr. No.	Payment Months	Semester
(a)	August	Autumn Semester (August - December)
(B)	October	
(c)	January	Winter Semester (January - May)
(d)	March	

(b) No deposit would be admissible to be taken from the students. In case of any damage, the service provider / agency should inform the Institute within three working days for a joint inspection.

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*03/03/2025*



**Annexure – I**

**(On bidder's letterhead)**

To,  
The Director,  
IIIT Vadodara,  
Gandhinagar – 382028,  
Gujarat.

It is certified that the premises offered are free from all encumbrances, claims and legal disputes and it is our responsibility to keep the institute indemnified against a dispute (if any) related to this offered premises in future.

(Signature of the authorized Signatory)

Name of signatory:

Date & Place:

Seal of the bidder:

Please also give following details in case of offered premises is mortgage with any bank or financial institution.

Name and Address of mortgagee:

Period of mortgage:

(strikeout this portion if not applicable)

(Signature of the authorized Signatory)

Name of signatory:

Date & Place:

Seal of the bidder:



*Bhuti*  
03/03/2015

**Annexure - II**

**Empanelment of Building for Student Hostel Accommodation**  
**(Attach extra sheet, if required)**

Sr. No.	Requisite Information	Party's Response
1	Name of the Service Provider(s) / Building owner(s) / Agencies	
2	Full Postal Address of the Service Provider(s) / Building owner(s) / Agencies	
	Telephone / Mobile No.	
	E mail ID	
3	PAN No. details	
4	GST No. details	
5	Legal Status of holding: (a) Building Proprietorship (b) Building Partnership (c) Building on Lease (d) Other, specify. (Attach the documentary proof )	
6	Detail Location & Address of Building offered to be Hostel Premises. Please give GPS Coordinate.	
7	Total area offered for rent: (a) Total Carpet Area (in Sq. ft)  (b) Total covered area (in Sq. ft)  (c) Total Plinth Area (in Sq. ft)	
8	Distance of offered Hostel Premises from the Institute's Gandhinagar Campus.	
9	Road width (In Feet) / Landmark where the accommodation is situated.	
10	If Building is as Hostel, attached valid license.	
11	Have Lift provision is in offered Building?	
12	Separate building for Boys and Girls?	
13	Dinning Area (In Sq. Meter)?	

*Abhishek*  
*03/03/2025*



14	Furniture?	
15	Room Size:	
16	Facility for Boys (Exclusive)?	
17	Facility for Girls (Exclusive)?	
18	Common facilities for Boys and Girls?	
19	Airconditioning?	
20	No. of AC Seats?	
21	Are there any items or special services intended to be provided on payment of additional charges (besides the rent)? If so, please indicate each such service with details of such charges separately.	
22	Agreed to provide all amenities as per EOI document?	
23	Agreed to sign agreement as per the terms and conditions of EOI?	
24	Agreed to deposit performance guarantee as specified?	
25	Whether agrees to abide by the terms and conditions of the EOI document? In the event of award of the contract ?	
26	Payment terms agreed as specified in EOI 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/contract and that the Institute reserves its rights to take such action as it may deem fit in such an eventuality.

Date & Place:



*Bhuti*  
03/03/2015

(Signature of the authorized Signatory)

Name of signatory:

**Annexure – III**

**Financial Bid**

**(One form for each property being quoted)**

Name & Address of premises: \_\_\_\_\_

Sl. No.	Specifications of the Room / Flat (Specify Occupancy / Double / Triple)	Details of Furniture / Fittings	Specify other details (if any)	Seat Rent per student / semester (in Rs.)

**Note:**

This Expression of Interest (EOI) is for an empanelment and not a lowest (L1) tender. The empanelment can be done with one or more bidders as per the selection criteria and at the sole discretion of the Institute.

(Signature of the authorized Signatory)

Name of signatory:

Date & Place:

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03/03/2025



Annexure – IV

PROFORMA OF BANK GUARANTEE

(TO BE TYPED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF MINIMUM RUPEES OF THREE HUNDRED)

TO BE ESTABLISHED THROUGH ANY OF THE BANKS (PUBLIC/PRIVATE) WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR.

BANK GUARANTEE ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

**The Registrar**

**Indian Institute of Information Technology Vadodara  
Block 09, c/o Government Engineering College Campus,  
Sector - 28, Gandhinagar – 382028, Gujarat.**

LETTER OF GUARANTEE

WHEREAS Indian Institute of Information Technology Vadodara, Gandhinagar Campus has invited Expression of Interest (EOI) vide EOI No. \_\_\_\_\_

\_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_

AND WHEREAS the said EOI document requires the service provider/firm whose tender is accepted in response thereto shall establish an irrevocable performance guarantee/security deposit in favor of '**Indian Institute of Information Technology Vadodara**' in the form of bank Guarantee for Rs. \_\_\_\_\_ Amt. in Words \_\_\_\_\_.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said service provider/ firm failing to abide by any of the conditions referred to in the said EOI documents. This bank shall pay to Indian Institute of Information Technology Vadodara on demand and without protest or demur Rs. \_\_\_\_\_ Amt. In Words \_\_\_\_\_.

This Bank further agrees that the decision of Indian Institute of Information Technology Vadodara as to whether the said service provider/firm has committed a breach of any of the conditions referred in the said tender documents shall be final and binding.

We, \_\_\_\_\_  
(name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the bank, the agency/firm or for any other reason whatsoever.



*Handwritten signature and date: 03/03/2025*

Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed Rs. \_\_\_\_\_

Amt. In Words \_\_\_\_\_

2. This bank guarantee shall be valid up to \_\_\_\_\_ (Date)  
**(30 months of period from the date of letter of intent (LOI) /signing of agreement)**

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Indian Institute of Information Technology Vadodara serve upon us a written claim or demand on or before \_\_\_\_\_ (Date).

This bank further agrees that the claims if any, against this bank guarantee shall be enforceable at our branch office at \_\_\_\_\_ situated at \_\_\_\_\_ (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of the bank with complete postal address:

Date & Place:



*Behera*  
03/03/2025

**Annexure - V**

**NEFT Mandate Form (Attach Cancelled Cheque Copy):**

Name of the Tenderer / Organization	
Permanent Account No (PAN)	
Name of the Bank	
Name of the Branch	
Branch Code	
NEFT / RTGS (IFSC Code)	
Type of Account	
Account No.	

*Behera*  
*03/03/2025*

