

Rajiv Gandhi Institute of Petroleum Technology

Notice inviting offers for providing Student Hostel Accommodation,
Mess and Transportation Services
at Noida /Greater Noida.

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) is An Institute of National Importance established under an Act of Parliament. Its Department of Management Studies is located at Sector-73, NOIDA. RGIPT is desirous to outsource Student Hostel Accommodation, Mess and Transportation Services at Noida /Greater Noida for its students. **Preferably in One Building or sufficient number of flats in same premises.**

Offers are invited from eligible parties directly (no brokers) based on the **General Terms and Conditions** mentioned below. Interested parties should Download the copy of this document, and sign on bottom of each page with seal, in token of acceptance of the terms and conditions. The offer should be addressed to :-

To
The Department of Management Studies,
Rajiv Gandhi Institute of Petroleum Technology
OIDB Bhavan, (2nd Floor), Sector-73
NOIDA - 201301.

The offer should be sealed and super-scribed "**OFFER FOR HOSTEL ACCOMODATION**" and should reach the above address by 7th April, 2014.

The price bids of the parties who qualify the technical bid, will only be opened.

The offer should be in two envelopes, one having Part 1 - the technical bid, Part 2 - the price bid.

Part 1: GENERAL TERMS AND CONDITIONS OF OFFER (Technical Bid)

A. Eligibility Criteria:

Parties qualifying the following eligibility criteria will be eligible to bid

Eligibility Criteria	Yes/No
Should have minimum two years experience of operating hostel	
Should have Premises ready for use	
Premises should be within 10kms radius of sector 73, Noida	

Authorized representatives from RGIPT will visit the site to inspect and shortlist, which will be part of Technical qualification, and will generally take into account the following factors:

- 1 The building/premises should be ready in all respect for occupation by RGIPT students latest by end of **May 2014** (approximately 60-65 nos. students to be accommodated on 'twin sharing basis). Hence the building/premises offered should have minimum 30-35 nos. double-bedded rooms, with facilities/amenities as per Operating Criteria B mentioned below.
2. Building premises of hostel should be within 10kms radius from the OIDB Bhawan, Sector 73, Noida.
3. Building/premises must be free from all encumbrances, claims and legal disputes etc. Technical offer should accompany documentary proof of Ownership of building, lease/right to use, payment of all taxes and electricity charges etc up-to-date.
4. **The technical offer should also accompany the following information:-**
 - Authorized Contact Person (Name) with Email and Mobile No.
 - Address of the hostel with Location Sketch
 - Details of Covered area of each floor /room area
 - Approach and access details of premises

B. Operating Criteria

1. The hostel facility offer should be inclusive of accommodation and all services namely (a) Full time Care taker (b) Basic amenities in the rooms (c) Catering for students (d) Security (e) Housekeeping (f) Transportation from hostel to institute campus at Sector 73, Noida.
2. Rooms offered should be furnished with the following general amenities:
 - a) 2 beds with mattress and pillow
 - b) 2 study tables and chairs, dustbins
 - c) 2 almirahs/ cupboards with locks
 - d) Sufficient number of Ceiling fans, tube lights and electric points and air coolers during summer months.
 - e) Attached toilets with geyser (indicate if 'plug attached' or 'common toilets')
 - f) Rooms should be airy and well ventilated

- g) Separate area for providing common room, dining facility including kitchen and storage area.
- h) 24-hours water and electricity must be available including power back up facility (through DG set).
3. The electricity (including power back up) and water supply lines shall be provided by the Owner at his cost and expenses. However, RGIPT shall pay the monthly running charges with respect to electric power during the period of hire/lease. However, all existing and future rates, taxes, assessment charges and any other out-goings whatsoever of the said premises, shall be continued to be paid by Owner of the property.
4. The Hostel Owner will be responsible to provide the following services for which he may engage a caretaker/contractor:-
- Veg Breakfast - 7.30 AM
 - Veg Lunch (on Sundays and Holidays) - 12.30 PM
 - Veg Dinner - 8.00 PM
 - Daily Housekeeping/cleaning of rooms, toilets and premises.
 - 24-Hours Security

(The **Mess Committee** comprising of student representatives will be authorized for fixation of Menu.)

Indicative menu is as follows:

Brands of consumables permissible in Mess RGIPT Noida

BREAKFAST ACCOMPANIED BY TEA		DINNER ACCOMPANIED WITH RICE+ROTI+SALAD
MONDAY	ALOO KE PARATHE	VEG JEERA RICE +BAIGAN KA BHARTA + ARHAR DAL
TUESDAY	GOBHI KE PARATHE	PALAK PANEER+MASOOR DAL
WEDNESDAY	POHA / BREAD + BUTTER & JAM	GOBHI + Egg Curry + Sooji Halwa
THURSDAY	CHILLA+CHU TNEY	CHOLE + PATTA GOBHI
FRIDAY	METHI KE PARATHE	SHIMLA MIRCH + MOONG DAL
SATURDAY	Saade PARATHE+Alo o ki sabji	RAJMA+GAJAR MATAR
SUNDAY	POHA	Chicken/DAL MAKHANI + Mix Veg
SUNDAY LUNCH--	CHOLA	
--	POORI	

Item	Brand
Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Satyam, Badshah, Everest
Ketchup	Maggi, Kissan, Heinz
Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune
Pickle	Mother's/ Pravin or Priya or Bedekar/Nilon's
Atta	Ashirvad, Pillsbury, Annapurna
Instant Noodles	Maggi
Flavoured fruit drinks	Rasna
Papad	Lijjat
Butter	Amul, Britannia, mother dairy
Bread	Modern, Kwalitiy,
Ghee	Amul, Mother Dairy, Britannia, Everyday
Jam	Kisan or Maggi
Shrikhand	Warana or Amul
Cow Milk	Mahananda, Amul, Mother Dairy (Without Water)
Paneer	Amul
Tea	Brook bond, Lipton, Tata
Coffee	Nescafe
Water	Bisleri, Aquafina, Kinley

The contractor may use any other brands only if permitted by HMC

5. All equipments /utensils /crockery /fuel /LPG/ Fridge/ Washing machine/ Manpower etc required for Housekeeping, Cooking and dining facilities will be arranged by owner at his own cost.
6. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
7. The mess utensils are to be cleaned with hot water using detergent after every meal.
8. Contractor shall be solely responsible in case of incidence(s) of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the committee of Wardens for such incidences.
9. Quality monitoring will be carried out by the team of Wardens/Hostel Management Committee (HMC) of the concerned hostel. Monitoring of quality of food, hygiene, cleanliness etc in the mess operation area will be carried out on weekly

basis and final score for the month will be derived taking average of weekly Quality Score (QS). The following scale will be adopted for monitoring of quality.

Quality	Very Poor	Poor	Good	Very Good	Excellent
Rating	1	2	3	4	5

Appropriate penalty will be imposed if QS for the month will be below 4.0

10. Storage / consumption of any alcoholic drink/liquor are strictly prohibited. The contractor shall not serve any such substance/drink in mess/hostel. Smoking, consuming gutakha, tobacco etc. Is also prohibited in hostel premises.
11. In the event of failure in maintaining the Cleaning Services on any day up to the desired standard in part or full, the contractor is liable to be penalized @ Rs. 1,000 (Rupees One Thousand only) per day which shall be recovered from the bills or otherwise deducted from the security deposit.
12. Provide a dedicated 60 Seater Non-AC Bus Service which is **OPTIONAL**, for pick up and drop of students from Hostel Building to Campus as per class schedule @ 300 hours /upto 2500kms per month.
13. The Selected Owner shall sign an Agreement with the designated authority of RGIPT. The agreement can be terminated by giving two months written notice by either party. The Owner shall keep RGIPT indemnified against all claims/litigation in respect of accommodation, by third parties, including students, during the period of the Agreement.
14. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligations. The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the residents is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer in this regard shall be final and binding on the contractor.
15. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and

frequently recurring diseases and they should be in uniform with ID card while on duty.

16. The Contractor shall verify character, antecedents of cleaning personnel before deployment in RGIPT campus and furnish names of the personnel deployed with photographs, local address, age, date of birth and permanent address for record by RGIPT and shall notify any change in address.

17. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. and plumbing work etc. are the responsibility of the contractor.

18. The contractor will liaise with the designated officers of RGIPT and report to him every month to make checks on day to day activities of the Housekeeping service. The contractor shall extend full cooperation to the designated officer as and when required.

PART 2 (To be opened only after completing Part 1)

FINANCIAL OFFER

The financial offers will be submitted in the following format only, along with the other requisite details mentioned in Para (2) and (3) above

A: Hostel Charges

Sl. No.	Particulars	Qty	Unit	Amount in Rs.
1	Charges for providing Hostel accommodation, Mess, Housekeeping and Security Services	60 Students	Per Student/ Month	
2	Payment during Vacation period*		Per student /day	

* During vacation period, the payment will be adjusted for Mess charges and other variable cost. However no deduction for mess charges will be made if the occupancy is more than 15 days in a month.

B: Charges for Transport services (optional):

SN	Schedule of rates	Rs.
1	Hire charges upto 2500kms/300 hours per month	
2	Rate for Extra kms (exceeding 2500kms per month)	
3	Rate for Extra Hour (exceeding 300 hours per month)	
4	Monthly hire charges on LS Basis when bus is operated for >15 days a month	

(Note: RGIPT is exempt from 'Service Tax' as per CBEC Service Tax Notification No.25/2012 dated 20.6.2012.)

Payment will be made by RGIPT at the agreed fixed rate in the first week of the month (for the preceding month) as per the agreed terms and conditions after deduction of TDS as per applicable rules.