

## **Tender Notice**

**No. RGIPT/SVR/PC/OT/2021/03**

**Name of Work:**

**Tender for Hiring RCC House for 60 Capacity Boys' Hostel for  
Assam Energy Institute, Sivasagar  
Centre of  
RGIPT, Jais, Amethi**



**Assam Energy Institute, Sivasagar**

**Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi**

**Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar,**

**State: Assam, Pin: 785697**

Terms & conditions mentioned above are accepted

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**No. RGIPT/SVR/PC/OT/2021/03**

**Tender for Hiring RCC House for 60 Capacity Boys' Hostel for  
AEI, Sivasagar, Centre of RGIPT Jais, Amethi**

<b>S.N.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the job	Tender for Hiring RCC House for 60 Capacity Boys' Hostel for Assam Energy Institute, Sivasagar, a centre of RGIPT, Jais, Amethi
2	Date of issue of tender document	15 <sup>th</sup> February 2021
3	Date, time and venue of Pre-Bid Meeting	3 <sup>rd</sup> March 2021, 10.30 AM,
4	Last Date and Time for Submission of Tender	10 <sup>th</sup> March 2021, 10.00 AM
5	Date, time and venue of opening of technical bid	10 <sup>th</sup> March 2021, 3.00 pm at Assam Energy Institute, Sivasagar
6	Date, time and venue of opening of price bids	To be announced after opening of technical bid at Assam Energy Institute, Sivasagar
7	Contract Period	2 years
9	Tender Fee	INR 1,000/-
10	Earnest Money Deposit	INR 75,000.00/-
11	Performance Bank Guarantee/Security Deposit	3% of Contract value

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## **Introduction**

Assam Energy Institute, Sivasagar, a centre of Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi (hereinafter referred to as the “Institute”), an Educational Institute of National Importance under the Ministry of Petroleum & Natural Gas, Govt. of India, invites sealed tenders in two bids- (1. Technical Bid, 2. Price Bid) format from well-established reputed builders / house-owners/ Housing Boards (Government Bodies/Public Sector Undertakings/State Housing Boards) etc. for an RCC building or buildings in Sivasagar town or on Akhoiphutia Road near RGIPT, Sivasagar on hire basis for its Boys’ Hostel to accommodate 60 Students w. e. f. 1<sup>st</sup> April 2021 as per the specification given in the terms and conditions. The tender document can be obtained from AEI, Sivasagar, Centre of RGIPT, Jais, Amethi Sivasagar, Vill: GohainGaon, Sivasagar-785697, Dist: Sivasagar, Assam. It can be also downloaded from institute website.

The bidders are requested to read the tender document carefully and ensure compliance with all instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, RGIPT reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Type of hostel Requirement: AEI Sivasagar, centre of RGIPT, Jais, Amethi requires an RCC building or buildings in Sivasagar town or on Akhoiphutia Road near RGIPT, Sivasagar on hire basis for its Boys’ Hostel to accommodate 60 Students for two years. Contract will be based on monthly rent charges.

The bidders are directed to remain in touch with our website for amendments/updating etc. They are especially directed to view our website two days before the due date of opening, beyond which no amendments shall be made. In case of amendment, the amended tender document shall be treated as final and previous document shall stand superseded.

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## Section I

### Instruction to Bidders

1. All interested eligible tenderers/bidders are invited to submit their best competitive bids as per the criteria given in this tender document. Kindly submit your bids in two parts as under:

a) Technical bid (Part-1) consisting of all technical details along with commercial terms and conditions, and

b) Price bid (Part-2)

The bidder should also submit an undertaking; refer **Annexure I** to abide by all the terms and conditions laid down in the tender document along with the technical bid. These separate bids envelopes are to be put in an outer envelope which should also be sealed.

The bidder should provide basic information in prescribed format that can be found at the end of the document, titled **Annexure II**. This annexure must be complete in all sense and is to be treated with utmost priority during technical evaluation stage.

2. The bidders must submit all the documents as mentioned in the document.

3. The technical and financial bids should be submitted in original.

4. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left-hand corner: “**No. RGIPT/SVR/PC/OT/2021/03**”

5. The building Plan layout and other related documents for hostel building and its’ premises that is to be proposed by bidder is to be provided with the technical bid.

6. The monthly rate should be quoted in figures (typed or printed) and cutting should be avoided. The final amount should be in figures as well as in words. If there are cuttings, they should be duly initialled, failing which the bids are liable to be rejected.

7. Any bids received after 10<sup>th</sup> March 2021, 10.00 AM shall not be considered

8. The Technical Bids will be opened 10<sup>th</sup> March 2021, 3.00 M . The date & time for opening of Financial Bids will be informed later.

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9. While sending rates, the bidder shall give an undertaking to the effect that “the terms/conditions mentioned in the enquiry letter/Tender Notice against which the rates are being given are acceptable to the bidder.” In case the firms do not give this undertaking, their bids will not be considered.
10. All tender documents may be sent through courier, speed post or registered post only. All tender documents received after the specified date and time shall not be considered.

The postal address for sending the sealed bids is:

**Chairman**  
**Purchase Committee**  
**Assam Energy Institute, Sivasagar**  
**Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi**  
**Vill: GohainGaon, Akhoiphutia Road, Dist: Sivasagar,**  
**State: Assam, Pin: 785697**

11. In the event of any dispute or difference(s) between Institute and the bidder arising out of non-conformation to technical as well as service requirements or any other cause whatsoever relating to the providing of hostel before or after the work has been executed, shall be referred to “The Director, RGIPT”, who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
12. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
13. All disputes shall be subject to Sivasagar Jurisdiction only.
14. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.
15. The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses.
16. (i) The technical bids will be opened and evaluated by a duly constituted committee, whether these qualify the essential eligibility criteria, whether the bidder(s) have submitted the EMD & Tender Fee or any relevant copies for exemption of EMD, whether all the required documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bids are complete and are generally in order etc.

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(ii) The Purchase Committee may visit the space offered by bidders to ascertain the suitability of the space and a satisfactory report will be submitted from the Committee after visiting the location and facility of Hostel accommodation.

(iii) The bidders will be treated as technically qualified bidder (s) whose premises have been found to comply with the technical requirements and essential features of the hostel. After the evaluation of technical bids, a list of the qualifying bidder shall be made.

(iv) Technically qualified bidder (s) shall be informed for the date, time and place of opening of price bids and they may depute their representative/s to attend the opening of price bids on the scheduled date & time. Information in this regard will be posted on Institute's web site/Notice board. In exceptional situations, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

17. The decision of the Institute with respect to any of the matter pertaining to the tenders for hiring of hostel or arising there from shall be final and binding and shall not be called in question.
18. In case of the successful tenderer rates quoted shall be valid for the period of the contract. No escalation shall be payable due to any increase in rates of materials / Fuel and labour –statutory or otherwise.
19. The Institute at its absolute discretion, reserves the right to accept or reject any of the tenders without any reason in the evaluation and comparison of the same. It also reserves the right to cancel the tender at any point of time without citing any reasons.
20. Conditional tenders shall not be accepted.
21. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
22. The tenders are liable to be rejected if the conditions mentioned in the tender documents are not complied with. The tender should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
23. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the Work Order.
24. Furnishing of wrong/ambiguous information may lead to rejection of bid and further black listing of the bidder.

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26. A responsive bid is one in which the bid is substantively responsible i.e. the bid which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Security deposit, Applicable law, and Taxes & Duties will be deemed to be a material deviation.
27. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

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## **Section II**

### **Terms and Conditions**

#### **A. General Terms**

1. The tender invites hiring of an RCC house as Boys' Hostel.
2. The hostel should be an RCC building or buildings in Sivasagar town or on Akhoiphutia Road near RGIPT, Sivasagar.
3. The hostel capacity should be of 60 students.
4. The agreement/contract will be valid for two years from date of award of Work Order.

#### **B. Tender Cost**

1. The bidder should submit a demand draft of INR 1000/- (Tender Fee inclusive of GST) towards non-refundable tender fee, drawn in favour of **“Rajiv Gandhi Institute of Petroleum Technology” payable at Corporation Bank, Noida- Sector 51 Branch (1248), Goutham Budh Nagar Dist.– 201301. IFS CODE: CORP0001248**
2. It must accompany the Technical bid documents. In the absence of tender cost, the tender will not be accepted.
3. SMEs (Small & Micro Enterprises) are exempted from submission of Tender Fee in accordance with the provisions of Public Procurement Policy for MSE-2012.
4. The Government Departments/PSUs are also exempted from the payment of tender fee.
5. In addition, for MSME firms, the tenderers who are currently registered and, also, will continue to remain registered during the tender validity period body specified by Ministry of Micro, Small & Medium Industry under MSME are exempted from payment of earnest money & Tender fees. In case the tenderer falls in these categories, it should furnish details.

#### **C. Earnest money Deposit**

1. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of INR. 75,000.00/- (Seventy Five thousands Only.), which is refundable.
2. Any House/Building partially completed during the time of submission of tender, which will be ready 1<sup>st</sup> April 2021 with a personal guarantee addressed to the concerned Branch Manager that “stop payment” advice will not be issued against this DD and even if issued, the same will stand overridden by this Guarantee (Annexure III).
3. The EMD shall be valid for 90 days beyond the validity of the bids asked for in the Bid Document.

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Unsuccessful Bidder's EMD will be discharged and/or returned within 30 days of expiry of the period of bid validity. Successful Bidder's EMD will be discharged upon the Bidder's signing of the contract and furnishing the performance security.

4. The EMD may be forfeited:

a) If any Bidder withdraws or modifies their bid during the period of bid validity or

b) If a successful Bidder fails:

i) To sign the contract within stipulated reasonable time & within the period of bid validity, and/or

ii) To furnish the Performance Security.

In case any bidder withdraws their bid during the period of bid validity, EMD will be forfeited, and the party shall be debarred for a period of 2(two) years to participate any future tender. Central Govt. offices and Central Public Sector undertakings are exempted from submitting EMD.

5. A demand draft for the same, shall be drawn in favour of “**Rajiv Gandhi Institute of Petroleum Technology**” payable at **Corporation Bank, Noida- Sector 51 Branch (1248), Goutham Budh Nagar Dist. – 201301. IFS CODE : CORP0001248.**

6. The demand draft for earnest money deposit must be enclosed in the envelope containing the technical bid.

7. The bidders should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders.

8. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

9. The EMD of unsuccessful bidders will be returned to them without any interest within fifteen working days after awarding the contract.

10. The earnest money of the successful bidder will be returned to them without any interest after completing the successful contract.

Note: Both (tender fee & EMD) envelopes should be placed in separately sealed envelopes, placed inside the envelope of Technical bid and addressed to:

*The Chairman*

*Purchase Committee*

*Assam Energy Institute, Sivasagar*

*Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi*

*Vill: GohainGaon, Akhoiphutia Road, Dist: Sivasagar,*

*State: Assam, Pin: 785697*

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## **D. Bidder Criteria and information**

1. The bidder must have a genuine and legal land location and hostel building/buildings.

2. In the technical bid, the bidder should accompany the following information:

- a) Contractor/House owner should provide his bio-data as well as all self-attested photo copies of proof of identity (PAN Card, Voter card, Driving Licence, Passport),
- b) Proof of address,
- c) GST photocopy (if available)
- d) Proof of owner-ship of the premises and contact details.
- e) Building Location Sketch, Floor plans (showing student's rooms, warden rooms with attached bathrooms, kitchen with storage facility, dining room, Cookman and helpers' room, common bathroom, mentioning approximate measurement of each room.), Total usable floor area, access details and emergency exit plan.
- f) Self -declaration from owner that Building/premises have free from all encumbrances claims and legal disputes etc.
- g) Document for sanctioned Electricity load.

3. The bidder should diligently fill up all the information required of in the prescribed format. The format can be found at the end of the document, titled Annexure II. This annexure must be complete in all sense and is to be treated with utmost priority during technical evaluation stage.

4. The bidder should follow the Technical Details (Qualifying Requirements) for its consideration.

7. The Bidder can be the owner of the hostel or can have partnership basis or can lease the hostel/property.

## **E. Hostel Specifications and requirements**

The hostel property should meet the following criteria in general-

1. **Floor Area:** Approximately 4200 Sq. ft. of usable space in one single multi-storeyed building to accommodate 60 Students. A minimum of 4200 Sq. ft. of usable space should be available otherwise bidder will not be considered for evaluation.
2. **Location:** Centrally located within Sivasagar Town Area or on Akhoiphutia Road, near Assam Energy Institute, Sivasagar.
3. **Student capacity:** 60 nos.
4. **Rooms:** Approximately 12 student rooms (capable of accommodating 4-5 students along with furniture (regular size single bed, study table, chair, half cupboard) per room) with 8-12 Nos. of

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bathrooms& toilets (preferably attached utilities), 1 Dining Hall, 1 Kitchen with storage facility, 1 Warden rooms with attached bathrooms, 1-2 common bathrooms etc. as mentioned in clause 6 **(Room Specifications)** and all rooms should preferably have tiled floors.

5. **Facilities:** 24 X 7 free running water for drinking, bathing and cooking must be available. Water Purifiers with good electrical connection. Sufficient no. of fans in every room. Space for parking 1-2 cars and movement of bus. The adequate size of room should be filled with sufficient tube light/LED light.

6. **Room Specifications**

S.N.	Description	Approximate Quantity of rooms
1	Student room	12 (Capable of accommodating 4-5 students along with furniture regular size single bed, study table, chair, half cupboard per room)
2	Bathroom & Toilet	8-12
3	Warden Room	1
4	Attached bathroom & Toilet for warden room	1
5	Kitchen with storage facility	1
6	Dining Hall	1 (Capable of dining 30-40 students at a time)
7	Common bathroom & Toilet	1-2
Total usable space required (Approximately)		4200 Sq.ft.

7. The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment, neat and clean.
8. Bathrooms must be in good condition and hygienic for required no. of students on sharing basis.
9. Full description of the premises will be given in a single page to include -
- i. Address:
  - ii. Whether Independent premises/ attached with others.
  - iii. Located at Floor: Ground/1<sup>st</sup>/ 2<sup>nd</sup>.
  - iv. In case it is on 2<sup>nd</sup> floor, is a lift: available/ not available.
  - v. Open space: available/ not available in front/ terrace.

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- vi. Parking space for 1-2 Car/ 1- Bus: available/ not available
- vii. Garage for 1 Car: available/ not available.
- viii. Attach a floor plan of the house (in a separate page) showing students rooms, warden rooms with attached bathrooms, kitchen with storage facility, dining room, Cookman and helpers' room, common bathroom, mentioning approximate measurement of each room.
- ix. Total usable floor area
- x. Floor is: tiled / plastered/ mosaic

Note: A partially completed house with firm completion schedule of 1<sup>st</sup> April 2021 is also acceptable on Furnishing a guarantee by the owner with additional EMD of INR 75,000.00/- as mentioned in clause C.

10. Open space in front or on terrace will be preferable.
11. There should be enough arrangement for public utilities (Toilets, etc.) for all boarders.
12. No commercial activity other than the hostel will be carried out on the leased premises.
13. Necessary standby arrangements will have to be provided for water and electricity in case of power failure. The electricity and water supply lines/connection shall be provided by the bidder at his/her own cost and expense. However, RGIPT shall pay for the running charges with respect to electric power of the said premise during the lease period on basis of actual consumption.
14. A separate electric meter should be installed exclusively for the use of the RGIPT.
15. The responsibility for payment of all kind taxes such as property tax, Municipal tax etc. in connection with the Hostel offered shall be of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids.
16. All the sanitary and water supply installations connections must have been provided in the facility.
17. Sufficient electrical installation and fittings like power plugs, switches, multiple charging points etc. must be in place.
18. Power backup (Inverter backup - for lights, charging points only) should be available (24X7). RGIPT will not make any payment regarding Service/Maintenance charges for it.
19. All Staircases must be well-lit and fit for use (free from obstructions).
20. The building should be constructed as per the approved Govt. safety plans.
21. In case of commercial building, Clearance Safety certificate from Fire Department, Structure Safety Certificate from Building safety department need to be submitted at the time of possession by RGIPT.
22. Waste disposal and sewage disposal (cleaning of septic tank etc.) must be done at Bidder's own Cost.

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23. The hostel premise needs to be sanitized by the Owner at the time of handing over the premises to RGIPT.
24. A bidder must quote in a single Price bid only irrespective of the number of buildings.
25. Any other salient aspect of the building which the party may like to mention can be filled in **Annexure II Bidder information.**

#### **F. Performance Bank Guarantee**

1. The contractor will furnish an **amount equivalent to 10% of the tender value** as Performance Security Deposit within two weeks of issue of Letter of acceptance.
2. The Performance Security Deposit may be in the form of a Bank Guarantee (in the prescribed format enclosed in **Annexure V** issued by a Nationalized Bank
3. It shall remain valid for Three (3) more months beyond validity of the contract. In case the contract is extended the Performance Bank Guarantee will accordingly be extended suitably.
4. The Bank Guarantee will be discharged after successful completion of the contract. In the event of default in the execution of the contract by the contractor as per the terms and conditions of the contract the Bank Guarantee will be invoked either in part or in full.
5. The proceeds of the Performance security shall be payable to RGIPT as compensation for any loss resulting from the contractor's failure to complete his obligations under the contract.
6. The Performance Security will not accrue any interest.

#### **G. Compliance of rules and Termination of Contract**

1. The premises will be required w. e. f. 1<sup>st</sup> April 2021 and should be handed over to AEI Sivasagar, RGIPT freshly Painted. Water & Electrical connections should be available from the date of occupation.
2. The Contractor (owner) shall comply with all rules regulations regarding safety hostel building and premises, shall have to arrange for any repair and maintenance work of hostel building and its premises. The institute will not be responsible in any manner in case of mishap of building as well as premise integrity. Property Insurance policy as per statutory requirement shall be taken by the owner to cover all type risk involved.  
The Contractor (Owner) shall keep the scheduled premises insured against loss or damages by Fire, Earthquake in such sum the Contractor (Owner) shall deem to be adequate and in the event of the said premises being destroyed or damaged by Fire, Earthquake during the Lease period will make adequate / suitable arrangement for housing the residents of the hostel. The Contractor shall also take all necessary property insurance coverage at his own cost.
3. Contractor/Owner shall not sub-contract the job assigned to them without prior written permission of the institute.

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4. Contractor/Owner shall maintain a proper record of all kind of repair and maintenance works as well as any work that is performed by him/her directly or indirectly in the premises. He/she must inform RGIPT Administration before doing any such job/work.
5. The institute will not permit entry to any kind of person other than RGIPT students, faculty, staff or anyone working with RGIPT in the Boys hostel premises.
6. Incase, if any repair or maintenance work is not performed, incidents may lead to penalty or termination.
7. The Contractor/Owner shall be responsible and liable for all keeping storing all documents related to his/her property such as property documents, Land revenue (Khazana), mutation, challans, property taxes, electricity and water bills, repair and maintenance bills. The institute will bear no responsibility whatsoever in such matters. He/she shall pay all municipal taxes, land revenue, water charges etc. as and when required.
8. The Contractor/owner must settle any kind of land, building, or any kind of property disputes well in advance before the agreement commences. Failure to do so may lead to termination or non-disclosure of such information beforehand may lead to termination of contract.
9. This agreement is also deemed to include such clauses which may emerge in the wake of fresh Govt. order with regard to operation of hostel issued during the currency of agreement which will be binding on the Contractor (Owner).
10. The Agreement/contract may also be terminated by the institute at 24 hours' notice
  - (i) Due to grave misbehaviour on the part of personal related to Contractor's side or any other contractor personnel.
  - (ii) Due to rendering erratic repair and maintenance work causing much inconvenience to the students as well as their guardians.
  - (iii) Discovery of any kind of non-disclosure of essential information.
11. In the event of theft, loss or accident related to his/her property and any dispute with the local government authority, the institute authority will not be responsible and Contractor (Owner) will settle the claims himself with any authority. During the contract period if hostel and its premises is seized/ detained by police/ government authority or any other authority for any reason, whatsoever, it shall be the sole responsibility of the contractor. In such case of Emergencies, the contractor shall provide alternate place of accommodation immediately.
12. The contractor shall be an independent entity engaged to the compliance with all law and regulations applicable in this behalf and keep Institute authority and its officers indemnified for any breach or default.

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13. The Lease agreement can be terminated by either party at any time during the Agreement period by serving two months prior written notice by one party to the other. However, such notice could be served on expiry of at least twelve months of the occupation of the said premises.
14. The Contractor/owner shall provide statutory documents and papers to RGIPT if they are required for any reason.
15. The Contractor/owner will get the house repainted after every 2(two) years of occupation by RGIPT.
16. RGIPT shall pay to the concerned authorities all billed charges for and in connection with Electricity consumption from the day of its occupation of the premises.
17. RGIPT shall be at liberty to place the name board at the entrance to the said premises.
18. Both parties shall not make any addition or extension in the said premises without prior intimation and discussion with each other during the contract period.
19. On expiry of the terms of the agreement RGIPT shall hand over the vacant possession of the residence to the Contractor/Owner in good condition.

#### **H. Payment Terms and Penalty**

1. The hostel owner needs to submit the bill for a month to AEI Sivasagar Office, by 1<sup>st</sup> week of the following month. RGIPT undertakes to pay the monthly rent for the said premises on or before 15<sup>th</sup> day of each English Calendar month after deduction of taxes as applicable.
2. RGIPT will only be liable to pay fixed monthly charge, electricity and water supply on the basis of actual consumption and fixed monthly Service Maintenance charge if any.
3. RGIPT will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises.
4. The Contractor/Owner shall issue a valid receipt as soon as he receives the rent.
5. Monthly rental will be paid through Cheque or directly credited to Contractor's/Owner's Bank Account through NEFT after deduction of TDS/I.T. and other mandatory dues under relevant Acts and Rules.
6. RGIPT reserves the right to check and inspect the Hostel premises on regular basis by the authorized Officials / Expert Committee.
7. In case of any deficiency or deviation in services from the clauses mentioned in the various parts of this tender document may impose penalty on the Contractor/owner for those deficient services.
8. The penalty will be decided by the expert committee of RGIPT and the decision will be binding on the service provider/ building owner.

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## **I. Evaluation Criteria**

Offer in the Price bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. The relevant supporting documents as required must be enclosed.

Envelopes of technical bid & financial bid should be individually sealed and then placed in a third envelope, to be sealed and super scribed with tender number, due date of submission and address to:

**Chairman**  
**Purchase Committee**  
**Assam Energy Institute, Sivasagar**  
**Rajiv Gandhi Institute of Petroleum Technology, Assam Centre**  
**Vill: GohainGaon, Akhoiphutia Road, Dist: Sivasagar**  
*State: Assam, Pin: 785697*

### 1. Evaluation Criteria for Technical Bid:

(i) The technical bids will be opened and evaluated by a duly constituted committee, whether these qualify the essential eligibility criteria, whether the bidder(s) have submitted the EMD & Tender Fee or any relevant copies for exemption of EMD, whether all the required documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bids are complete and are generally in order etc. etc.

(ii) The Purchase Committee may visit the space offered by bidders to ascertain the suitability of the space and a satisfactory report will be submitted from the Committee after visiting the location and facility of Hostel accommodation.

(iii) The bidders will be treated as technically qualified bidder (s) whose premises have been found to comply with the technical requirements and essential features of the hostel. After evaluation of technical bids, a list of the qualifying bidder shall be made.

Technically qualified bidder (s) shall be informed for the date, time and place of opening of financial bids and they may depute their representative/s to attend the opening of financial bids on the scheduled date & time.

### 2. Evaluation of Price Bid:

The evaluation of all the responsive bids to arrive at the lowest evaluated offer shall be done. The offer will be that of the total proposed value quoted for required hostel.

### 3. Documents Comprising the Bid:

The bid prepared by the Bidder shall comprise of the following components sealed in 2 different envelopes:

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**PART-I: "TECHNICAL BID (Part- I)"**

Part-I of the Bid shall be submitted in Envelope - I and shall contain the following:

- a. 'Covering Letter' on Bidder's 'Letter head' clearly specifying the enclosed contents.
- b. 'Bidder's General Information', as per Annexure- I.
- c. Copies of documents required as mentioned elsewhere in the Tender Document
- d. Declaration regarding non-Black Listing,
- e. Original Tender Fee
- f. Duly certified/attested documents in accordance with the "Bid Evaluation Criteria"
- g. Any other information/details required as per Tender Document.
- h. EMD in original
- i. All other forms and Formats including Annexures.
- j. Tender Document, its Corrigendum/Amendment/Clarification(s) duly signed on each page (in case of manual tendering)/ digitally signed (in case of e-Tender) by the Authorized Signatory.
- k. If the least quoted bidder do not accept the work order issued by RGIPT within 7 days, then automatically his/her bid will get rejected and next successive least quoted bidder will be awards the work order.

**Note:** All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder holding POA (Power of Attorney).

**PART-II: Price Bid (Part- II)**

- (1) Part-II of the Bid shall be submitted in Envelope –II and shall contain Price Bid only. The Prices are to be submitted strictly in the Price Bid format, refer **Annexure VI** of the Tender Document. The intending Property owners are requested to quote for the –

- (i) Monthly rental for the house-

(With adequate no of rooms to accommodate 60 students, along with all the facilities and amenities, in the building(s) as a whole as sought in the tender document) in the SOR (Schedule of rates) attached herewith as **Price bid**.

RGIPT shall not be responsible for any failure on the part of the bidder to follow the instructions given.

**Note: Not adhering to above evaluation criteria shall lead to rejection of the bid at technical as well at price bid.**

**J. Rejection of Bid Criteria:**

Notwithstanding the above, deviation to the following clauses of Tender Document shall lead to summarily rejection of Bid:

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- a) Quoted price exceeding the Tender value
- b) Earnest Money Deposit
- c) Bid Security
- d) Performance Bank Guarantee
- e) Delivery Period
- f) Period of Validity of Bid
- g) Warranty/ Guarantee
- h) Arbitration / Resolution of Dispute/Jurisdiction of Court
- i) Force Majeure & Applicable Laws
- j) No DEVIATION: Deviation to terms and conditions of Tender Document may lead to rejection of Bid. RGIPT will accept Bid based on terms & conditions of Tender Document only. Bidder is requested not to take any deviation(s)/exception(s) to the terms & conditions of Tender Document, and submit all requisite documents as mentioned in this Tender Document, failing which their Bid will be liable for rejection.
- k) Integrity Pact, if Applicable
- l) Any other condition specifically mentioned in the Tender Document elsewhere that non-compliance of the clause lead to rejection of Bid.

**Note:** Further, it is once again reminded not to mention any condition in the Bid which is contradictory to the terms & conditions of Tender Document. **Incomplete bids shall not be considered.**

#### **K. Tender Acceptance**

The bidder has to submit an acceptance letter/certificate stating his acceptance of terms and conditions. The format for the same can be found in **Annexure VII**

#### **L. Agreement of Contract**

1.The format of agreement is provided in **Annexure VIII**

2.The successful bidder/contractor shall be required to execute contract agreement.

3.At the same time RGIPT notifies the successful Bidder that its Bid has been accepted, RGIPT will either call the successful bidder for signing of the agreement or send the Contract document with General & Special Conditions of Contract, Technical Specifications, Schedule of rates incorporating all agreements between the parties.

4.Within 30 days of receipt of the final contract document, the successful Bidder shall sign with date on the contract and return it to RGIPT.

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**Undertaking**

I/We, ----- Son / Daughter / Wife of Shri -----

Proprietor/Director/authorized signatory of the Service Provider, mentioned above, is competent to sign this declaration and execute this tender document.

I/we agree that the decision of AEI Sivasagar, a centre of RGIPT Jais, Amethi in selection of Bidder shall be final and binding on me/us.

I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

I/we agree that we have no objection, if inquiries are made about our works, its related areas and any other inquiry regarding all contracts listed by us in the bid.

I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of AEI Sivasagar, a centre of RGIPT Jais, Amethi

The information / documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person

Name: -----

Designation:.....

Place:.....

Date: -----

Terms & conditions mentioned above are accepted

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## APPLICATION FORM

Tender for Hiring RCC House for 60 Capacity Boys' Hostel for AEI Sivasagar, a centre of RGIPT Jais, Amethi

S.N.	REQUISITE INFORMATION	Description
1.	Full Name of Contractor/Building owner(s)	
2.	Full Address of the Contractor/Building owner(s)	
	Telephone /Mobile No.	
	E mail ID	
3.	PAN/Voter ID/Passport/Driving License, Aadhar, GST	
4.	<p>Legal Status of holding:</p> <p>1.Building Proprietorship</p> <p>2.Building Partnership</p> <p>3.Building on Lease</p> <p>4. Other, specify.</p> <p>(Attach the documentary proof )</p>	

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5.	Detail Location & Address of Building offered to be Hostel Premises	
6.	Whether the offered property is new or already constructed and in use (specify no. of years since construction, if old and already in use) Agreed to regular repairs and maintenance and repairs must be done by the owner in case of old and already in use premises.	
7.	Total Building 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)	
8.	1. Total Area of Hostel Premises (in Sq. ft) 2. Area of Parking Space (in Sq. ft) 3. Area from Premise Gate to Hostel Building (in Sq. ft) 4. Any other open spaces? Yes/No. If Yes, please specify. 5. Protective Solid Boundary wall is mandatory. Whether Boundary Wall is build? Yes/No. If No, Agree to build before Award of contract.	
9.	Distance of offered Hostel Premises from Assam Energy Institute, Sivasagar. Premises with layout and drawings of Hostel premises.	
10.	Road width (In Feet)/ Landmark where the accommodation is situated.	
11.	If Building is as hostel, attached Valid license.	
12.	Have Lift provision in offered Building?	
13.	Have Valid Electric Power in offered Building?	

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14.	Have alternate provision of Electric supply in the offered Building?	
15.	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.	
16.	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	
17.	The quality of water meets laid-down / generally accepted standards of the appropriate statutory authority	
18.	Water storage capacity (underground sump or overhead tank in Kiloliters)	
19.	Whether drinking and utility water meet the laid-down / standard / generally- accepted norms?	
20.	Agreed to provide all amenities as per tender document?	
21.	Agreed to sign for a period of Two year period?	
22.	Agreed to deposit Tender Fee, EMD, Bid security and Performance Bank Guarantee as specified?	
23.	Any other salient aspect of the building which the party may like to mention	
24.	Whether agrees to abide by the terms and conditions of the	

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	tender document? In the event of award of the contract?	
25.	Name of Contract Person & Mobile No.	
26.	Details of Bank :	Name of Bank: _____ Account No. : _____ Account Holder _____ IFSC Code : _____ MICR Code : _____
27.	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

RGIPT 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:

Seal:

Terms & conditions mentioned above are accepted

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**Guarantee Against Stop Payment**

It is hereby guaranteed by me that “stop payment” advice will not be issued to my banker in respect of DD. Dated, for INR 75,000.00/-favouring Rajiv Gandhi Institute of Petroleum Technology (RGIPT), being submitted against Earnest Money deposit for Tender No. **RGIPT/SVR/PC/OT/2021/03**, dated 15<sup>th</sup> February 2021 Bank Branch is hereby advised not to honour the “Stop payment” advice if issued against the above Cheque by anyone.

Signature:

Name:

Bank A/C No:

Bank name & Branch:

Date:

Terms & conditions mentioned above are accepted

Signature of Contractor  
Official Seal



**SOLVENCY CERTIFICATE**

**(On Bank's letterhead)**

Ref. No:.....

Date: .....

**TO WHOMSOEVER IT MAY CONCERNED**

This is to certify that to the best of our knowledge and information, M/s ----- (Bidders name with complete address), a customer of our Bank, is respectable, and is capable of executing orders to the extent of Rs. ----- (Rupees -----) as disclosed by the information and records which are available with us.

M/s ----- have been our customer since -----

to date and has been granted the following limits, at present, against various facilities granted by the Bank: ----  
-----

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its officials. This certificate is issued at the specific request of the customer for the purpose of participating in AEI Sivasagar, a centre of RGIPT Jais, Amethi **Tender No- RGIPT/SVR/PC/OT/2021/03**

Signature of Authorized Person

Name: -----

Designation:.....

Date:

Place:

Seal:

Terms & conditions mentioned above are accepted

Signature of Contractor  
Official Seal

**Performance Bank Guarantee**

To  
The Director  
Assam Energy Institute, Sivasagar  
A centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi  
GohainGaon, Akhoiphutia Road  
Sivasagar, Assam: 785697

WHEREAS.....(Name and address of Contractor) (hereinafter called "Contractor") had undertaken, in pursuance of Work Order No.....dated.....2020 to execute (name of Work ) .....hereinafter called the "Order".

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures).....(in word.....), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to

Terms & conditions mentioned above are accepted

Signature of Contractor  
Official Seal

be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the date.....(calculated at **3 months** after Contract completion date).

Signature and Seal of the Guarantors \_\_\_\_\_

Designation

Name of Bank

Address

Witness

Address

Date

Place

Terms & conditions mentioned above are accepted

Signature of Contractor  
Official Seal

## Price Bid

**(ON THE LETTER HEAD OF THE BIDDER)**

**Tender for Hiring RCC House for 60 Capacity Boys' Hostel for AEI Sivasagar, centre of RGIPT Jais, Amethi**

S.N.	Description	Unit	Amount (INR)	GST
1	<b>Rental</b> (With adequate no of rooms to accommodate 60 students, along with all the facilities and amenities, in the building(s) as a whole as sought in the tender document)	Rent per month		
Total Amount:				
Total amount in words:				

**Declaration by the House-Owner:**

I do hereby declare that the above quotation has been submitted after a thorough study of terms and conditions of leasing the premises described in line with clause 20 in Section I of the terms and conditions for an initial period of 2 (two) years to Assam Energy Institute, Sivasagar, a centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi. All information submitted by me in connection with the tender notice are true and correct to the best of my knowledge and I understand that the earnest money deposited will stand forfeited in case the information are found false and/ or I refuse/ am unable to let out the house on rent to RGIPT once it is selected.

Signature

Name

Date:

Place:

Seal:

Terms & conditions mentioned above are accepted

Signature of Contractor

Official Seal

**(ON THE LETTER HEAD OF THE BIDDER)**

**Tender Conditions Acceptance Certificate**

(To be given on Company Letterhead)

1.I/ We have collected or downloaded the tender document(s) for the above mentioned 'Tender/Work' from the RGIPT website - [www.rgipt.ac.in](http://www.rgipt.ac.in) or from RGIPT Assam Centre as per your advertisement.

2.I / We hereby certify that I / we have read entire terms and conditions of the tender documents, (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby the terms / conditions / clauses contained therein.

3.The corrigendum(s) issued from time to time by RGIPT too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.

5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signature

Name

Date:

Place:

Seal:

Terms & conditions mentioned above are accepted

Signature of Contractor

Official Seal

**Draft Agreement Copy**

(To be executed by the successful Bidder)

**In INR 100/- Stamp Paper**

This AGREEMENT is made on the ..... day of .....

**BETWEEN**

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), an institute of National Importance established under an Act of Parliament, set up by the Ministry of Petroleum and Natural Gas (MoPNG), Govt. of India having its centre Assam Energy Institute, Sivasagar, Centre of RGIPT Jais, Amethi; hereinafter called the “INSTITUTE” which expression unless repugnant to the context shall include executors, administrators and assignees on one part

**AND**

M/s. ...., having its address ..... hereinafter called the “CONTRACTOR” or “BOYS HOSTEL OWNER ”which term shall unless excluded by or repugnant to the subject or context include its successors and permitted assignees, on the other part,

**WHEREAS**

- A. RGIPT being desirous of awarding a comprehensive contract for “hiring the a hostel and its premises at location....., and has issued an enquiry under reference No..... dated , containing the Schedule of Works, Terms and Conditions,
  
- B. M/s. .... , have examined the nature and magnitude of the service to be provided and have satisfied themselves by careful examination before quoting their rates as to the nature and magnitude of the services to be provided , local conditions, the availability of manpower and resources necessary for rendering the service and have made local and independent enquiries and obtained complete information and have examined and considered all other issues, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and auxiliary thereof affecting the services and have included them while making their offer.

**WHEREAS**, Institute, (RGIPT) having accepted the offer of the Contractor and (subsequent letter dated), issued the “Letter of Award” under reference..... dated.....

Terms & conditions mentioned above are accepted

Signature of Contractor  
Official Seal

**Whereas**, the Contractor has accepted Institute's Letter of Award vide their letter

NOW IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER CONTAINED IT IS HEREBY AGREED AS FOLLOWS:

i) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract referred to.

ii) The following documents shall be deemed to form and be read and construed as part of this agreement viz:

(a) The Tender Document No.....dated ....., inter-alia providing the Instruction to the bidder, terms and conditions of Contract, Work type/Technical specifications etc.,

(b) The Bid submitted by the Contractor in response to the Tender enquiry,

(c) The contractors letter dated ..... if any .

(d) The Institute's Notification of Award vide Letter of Award No.

(e) Section-I, II hereto.

(f) Annexure –I to VIII hereto

iii) The rates payable for the job will be as indicated in Price bid

iv) In consideration of the payment to be made by the Institute to the Contractor for carrying out the assigned service, the Contractor hereby covenants with the Institute that the Contractor shall and will carry out the assigned service and complete the said service and shall do and perform all other acts and things mentioned in the Agreement or described or which are to be implied there from or may be reasonably necessary for the execution of the said assignment in the desired manner and time and subject to the terms and conditions or stipulations mentioned in the Agreement.

v) The Company/Organisation hereby covenants to pay the Contractor in consideration of the due provision, execution and completion of the services and the remedying of defects therein , the contract price or such other sum as may become payable under the provisions of this contract at times and in manner prescribed in this contract.

IN WITNESS thereof, the parties have executed this contract on the day and the year first above mentioned at the office of the Acting Principal, Rajiv Gandhi Institute of Petroleum Technology, Assam Centre, Sivasagar, Assam.

Signed on behalf of Institute

Signed on behalf of Contractor

Terms & conditions mentioned above are accepted

Signature of Contractor  
Official Seal

Name:

Name:

Registrar

RGIPT

In Presence of Two Witnesses:

- 1.
- 2.

In Presence of Two Witnesses

- 1.
- 2.

Terms & conditions mentioned above are accepted

Signature of Contractor  
Official Seal