



IIT PALAKKAD

Indian Institute of Technology Palakkad
भारतीय प्रौद्योगिकी संस्थान पालक्काड

Nurturing Minds For a Better World

HIRING OF OFFICE SPACE FOR IPTIF, IIT PALAKKAD

Tender No: 17/IITPKD/EWD/2021-22/013

Date of Publication : 23-12-2021

Last date of receipt of bids : 05-01-2022, 1500 hrs

IMPORTANT INFORMATION & SCHEDULE

Indian Institute of Technology Palakkad invites offers from eligible building owners for Hiring of Building located within 3 KM radius in and around of IIT Palakkad (Nila campus), Kanjikode west, Pudussery PO, Palakkad - 678 623 on Monthly rental basis. Eligible Building owners are requested to submit their offers in prescribed form attached as Annexure I.

Name of Organization	INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD
Type/Form of Contract	HIRING OF OFFICE SPACE FOR IPTIF, IIT PALAKKAD
Date and time of publication of Notice	22-12-2021, 1500 hrs
Last date and time for Bid submission	05-01-2022, 1500 hrs
Date of opening of cover 1	05-01-2022, 1530 hrs
No. of Covers	02 Eligibility Bid (Cover 1) & Financial Bid (Cover 2)
Offer Validity days	90 days (From date of opening of cover 1)
Address for Communication	IIT Palakkad (Nila campus), Kanjikode west, Pudussery PO, Palakkad - 678 623
Contact No.	04923 226 542
E-mail Address	ewd@iitpkd.ac.in

GENERAL TERMS AND CONDITIONS

1. Bidders are advised to go through instructions provided at “Procedure for Submission of E-tender”. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Wizard Portal”. No manual bids will be accepted. All tender documents including Technical and Financial bids should be submitted in the e-Wizard portal].
2. Tender Documents may be downloaded from the e-Wizard Portal <https://mhrd.euniwizarde.com/>. Aspiring Bidders who have not enrolled / registered in e-Wizard should enroll / register before participating through the website <https://mhrd.euniwizarde.com/>.
3. IITPKD will respond to any request for clarification or modification of the Tender Document that is received up to **TWO DAYS** prior to the deadline for submission of bids prescribed by IITPKD.
4. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.
5. Offers submitted in any mode other than ONLINE will be rejected.
6. Any dispute or claim arising out of/relating to this Contract of the breach, termination or the invalidity thereof, shall be settled by the Hon’ble Courts of Justice at Palakkad.
7. **Evaluation of Bid** : The evaluation of bid shall be done by the committee appointed for this purpose by Director, IIT Palakkad. The financial bid of those bidders who satisfy the eligibility criteria will be opened. The date of opening of financial bids will be communicated later through the E-wizard portal.
8. IITPalakkad reserves the right to accept or reject any or all the tenders or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.
9. Mode of Invitation & Submission of Bids: Bidders shall submit their bid in TWO COVERS as detailed below.
 1. Eligibility Bid - Cover 1
 2. Financial bid - Cover 2

Eligibility bid : Necessary supporting documents to be uploaded as prescribed in the Annexure 1

Financial bid : Financial bid should be filled and uploaded as prescribed in the Annexure 2

FACILITIES ESSENTIAL FEATURES OF REQUIRED

1. The building shall have the following facilities:
 - 1.1 The building should accommodate approximately 8500 sqft. of carpet area for office space.
 - 1.2 The building should have Air condition facility installed and operational for at least 50% of the office area.
 - 1.3 The entire office space is prepared to be available on a single floor.
 - 1.4 The building should be located in and around 3 KM from IIT Palakkad (Nila campus), Kanjikode west, Pudussery PO, Palakkad - 678 623.
 - 1.5 Should be ready for occupation with the features mentioned below.
2. The office space should have well ventilated and airy rooms with habitable condition, hygienic environment and should be neat and clean.
3. Sufficient number of separate gender specific toilets should be available in the building in good and hygienically clean conditions for the required occupation.
4. The room should be fitted with sufficient tube light/LED light, fans. In addition to Air conditioning mentioned above.
5. Electricity and portable drinking Water supply must be available round the clock.
6. All the sanitary and water supply installation/connections must have been provided in the facility.
7. The space should have provision to add additional electrical installation such as power plugs, switches, charging points etc.,
8. Further the following provisions should be made available.
 - a. KSEB service connection for a maximum demand of 75kVA.
 - b. 15kVA DG set with AMF facility for essential load of lighting and computer.
 - c. Provision for connecting 15kVA UPS to the essential load, but excluding UPS.
 - d. For the distribution board, having the outgoing for lighting DB, AC DB, Power DBs & UPS DB. All the DBs shall be with ELCB/RCBO & MCBs etc based on the requirement.
 - e. Power wiring for 100 computers.
 - f. Light points wiring but without fitting.
 - g. Air conditioning shall be done about 50% of the area AC and Non AC area should be properly partitioned. The return path of one air-handling unit (AHU) will not mix with other AHU. Proper fresh air to the AHU also needs to be provided.
8. The building should have obtained the electricity & water supply service from the KSEB, KWA etc.,.
9. Cost of running of DG set for the occupied space shall be borne by the occupant. In case the DG set installed is common, the proportionate amount for the usage shall only be paid.
10. Electricity and water charges will be paid to KSEB and KWA directly based on the bill by IPTIF, IIT Palakkad/ IIT Palakkad. Separate energy meter and water meter shall be provided by the owner for the occupied space.
11. The building owner must have obtained all the necessary statutory approval towards functioning of the building and produce the copy of documentary proof of sanctioned electricity load, plan approval, fire approval, occupancy certificate etc., along with the offer.

12. The building should have been properly constructed as per the approved safety plans. Certificates to this effect i.e. Clearance Safety certificate from the Fire Department & Structural Safety Certificate from the Building Safety Department shall be furnished by the bidder.
13. Ear marked parking areas need to be provided for parking at least three cars and ten two wheelers. No separate rent is payable for the parking space.
14. Selected party shall be required to execute a lease agreement containing detailed terms & conditions with **IPTIF, IIT Palakkad**, in accordance with the provisions of the law applicable.
15. The Agreement shall be signed for a period of **ELEVEN MONTHS** initially which may be extended for further on mutually agreed terms and conditions and on the satisfactory report of IPTIF, IIT Palakkad / IIT Palakkad.
16. Building offered must be free from all encumbrances, claims and legal disputes etc.
17. If the building is of more than 3 storeys then a lift in working condition with all the safety features and with a valid Safety Certificate must be available.
18. The IIT Palakkad reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of Competent Authority will be final and binding and the Party shall not be entitled to any compensation whatsoever for non-issue of work.
19. The decision of the IIT Palakkad will be final in case of any dispute arising in the implementation of the terms of the contract.
20. Service Maintenance charges such as Housekeeping, Lift operations, Security services and running electrical common installations for the building if any should be mentioned separately in the offer.
21. All property tax, all municipality tax, local taxes will be included in the rent. The Party is required to furnish details of such taxes and liabilities viz. Property tax, all Municipal Taxes and other Local Taxes being levied and paid in respect of the building offered. IPTIF, IIT Palakkad /IIT Palakkad will not pay any Holding Tax or dues for the hired building.
22. Proper Fire safety arrangements of the building are mandatory.
23. The agreement for hiring of buildings shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
24. **PAYMENT:** IPTIF, IIT Palakkad/ IIT Palakkad will only be liable to pay fixed monthly charges.
25. IPTIF, IIT Palakkad / IIT Palakkad will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises.
26. Tendering authority is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
27. Any breakdown/interruption regarding water, electricity and other to be rectified within 24 hours in any condition.
28. The offers of the bidder who do not fulfill the requisite criteria and who do not furnish documentary evidence as listed in the Annexure I will be summarily rejected. Any misleading information will lead to disqualification of the offer.
29. **TERMINATION:** The Agreement may be terminated by giving three months notice by either of the parties to the Agreement. However, during such notice period the hired building space along with all ongoing facilities shall remain in the possession of IPTIF/ IIT Palakkad.
30. The party has to be in possession of the following document and need to upload it in the Cover 1.

- a) Fire safety certificate from fire safety department.
- b) Ownership document of the building or Agreement Copy if the premise is on lease
- c) Structural safety certificate from competent authority.
- d) Document for sanctioned Electricity load.
- e) Income Tax /PAN Registration Certificates

All other requisite documents in support of offer.

- 31. The offers submitted by the bidders would be examined by a duly constituted committee for the purpose and their premises would be inspected by the competent authority of IIT Palakkad.
- 32. The offers will be considered only by those bidders whose premises have been found to comply with the requirements and essential features of the buildings listed above at the time of inspection.
- 33. Any other salient aspect of the building which the Party may like to mention can be attached.
- 34. The rent will be paid on a monthly basis on the actual carpet area occupied by the IPTIF / IIT Palakkad. The rent per sq.ft. shall be quoted on the carpet area .
- 35. **The terms & conditions, and the procedures laid down should be strictly adhered to and IIT Palakkad reserves all the right to reject any Offer without assigning any reason whatsoever.**

CHAIRMAN, EWD

ANNEXURE-1
(TO BE UPLOADED IN COVER 1)
Tender No. 17/IITPKD/EWD/2021-22/013
TECHNICAL BID

HIRING OF OFFICE SPACE FOR IPTIF, IIT PALAKKAD

Sl. No.	Requisite Information	Response from the bidder
1.	Name of the Building owner(s)	
2.	Full Address of the Building owner(s)	
	Telephone /Mobile No.	
	E mail ID	
3.	PAN No. details	
4.	Legal Status of holding: 1. Building Proprietorship 2. Building Partnership 3. Building on Lease 4. Other, specify. (Attach the documentary proof)	
5.	Details of Location & Address of Building offered	
6.	Total Area offered for rent: 1. Total Carpet Area (in Sq. ft) 2. Total covered area (in Sq.ft) 3. Total Plinth Area (in Sq. ft)	

7	Distance of offered building Premise from IPTIF, IIT Palakkad, Nila campus With layout and drawings of building premises.	
8.	Road width (In Feet)/ Landmark where the building is situated.	
9	Provision of Lift in the offered Building?	
10	Provision of Valid Electric Power in the offered Building?	
11	Provision of alternate Electric supply in the offered Building?	
12	No. of Fire Extinguishers installed	
13	Are there any items or special features to be declared	
	Services intended to be provided for payment of additional charges (besides the rent)? If so, please indicate.	
	<p>Attachments the Following documents Tick against each document</p> <ol style="list-style-type: none"> 1. Copy of Ownership Documents 2. Copy of Building approved Drawings 3. Copy of Structural safety Certificate 4. Copy of Fire Safety Clearance Certificate 5. Copy of Sanction letter for electricity Load from KSEB 	
.	<p>I agree to:</p> <ol style="list-style-type: none"> a) Provide all amenities as per tender document. b) sign for a period of Eleven Months which may be extended for a further period. c) abide by all the terms and conditions of the tender document in the event of accepting the offer. 	

16.	Details of the Contacting Person Name: Mobile No.:	
17.	Details of Bank :	Name of Bank: Account No.: Account Holder IFSC Code: MICR Code:

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, it will at once result in cancellation of my application and that IIT Palakkad reserves the right to take such action as it may deem fit in such an eventuality.

(Signature of the authorized
 Signatory) Name of signatory:

Date.....

Place:

ANNEXURE-2

Tender No: 17/IITPKD/EWD/2021-22/013

(TO BE UPLOADED IN COVER 2)

FINANCIAL BID

Sl.No.	Description of Charges	Amount (Rs)
1.	Rent of building space (carpet area)	Rs. /Sq.ft of carpet area./ Month
2.	Service, Maintenance charges Monthly if any	

(Signature of the authorized Signatory) Name of signatory:

Name of the Service Provider(s)/ Building

owner(s)/Agencies:

.....

Date.....

Place:

Note:

1. All property tax, all municipality tax, local taxes will be included in the rent. The Party is required to furnish details of such taxes and liabilities viz. Property tax, all Municipal Taxes and other Local Taxes being levied and paid in respect of the building offered. IPTIF, IIT Palakkad /IIT Palakkad will not pay any Holding Tax or dues for the hired building
2. Service Maintenance charges such as Housekeeping, Lift operations, Security services and running electrical common installations for the building if any should be mentioned separately in the offer.

ANNEXURE - 3

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e- Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com/>

1. REGISTRATION PROCESS ON ONLINE PORTAL

- 1.1. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".
- 1.2. The bidders choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- 1.3. Bidders register upon enrolment of their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- 1.4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer to "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- 1.5. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

- 2.1. Various built-in options are available in the e-Wizard Portal like organization name, value, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- 2.2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective „Interested tenders“ folder.
- 2.3. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- 3.1. Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3.3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.4. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats.

4. BID SUBMISSION

- 4.1. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
- 4.2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 4.4. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- 4.5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- 4.6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 4.8. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. ASSISTANCE TO BIDDERS

- 5.1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 5.2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091, Gagan 8448288987/88, Vijay 27 / 289113518121/8448288989, Retnajith 9355030607, Rajesh 8448288990, Suriya 8448288994, Farhan 8448288992, Sanjeeth 8882495599
- 5.3. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- 5.4. The bid should be submitted in TWO COVER systems through the MHRD portal ([https://mhrd.euniwizarde.com/.](https://mhrd.euniwizarde.com/))
- 5.5. The bidders should download the BoQ and Quote price for given items. After quoting the same downloaded file should be uploaded.
- 5.6. The bidders should enter the rate in the Commercial bid in the prescribed format.