



Tender Ref. No. : NSIC/GUW/Hostel Empanel/NOV.2020

NOTICE INVITING TENDER

Sealed tender are invited from the Bidders/ Hostel providers/Owners for providing/arrangement of Hostel for the Boys and Girls trainees (i.e. separate for Boys and separate for Girls) in Bamunimaidam area having similar experience of running Hostel, submitting the details like:-

Technical Bid:

1. Capacity of Hostel along with number of beds in a room.
2. Full Address of the hostel.
3. Chart of Day wise offered food items (Breakfast, Lunch, Evening tea & snacks and Dinner).
4. Warden Arrangement and hygiene.
5. All other related documents and requirements like permission, sanitization and others rules and regulation as per Covid-19 for hostel, etc. from local administration.

All the aforesaid documents must be submitted in sealed enveloped mentioning “Technical Bid”. Further details are mentioned in terms & Conditions.

Financial Bid / Price Bid:

Charges of the lodging per bed per month and charges of food per day per trainee. Same must be given separately in a sealed enveloped mentioning “Price Bid”.

Both above sealed envelope of Technical Bid and Price Bid should be submitted in a bigger sealed envelope addressed to Sr. Branch Manager, NSIC, Bamunimaidam, Guwahati-781021, Assam. The bigger envelope should be superscribed as ‘**Tender for Empanelment of Hostel by NSIC Guwahati**’.

Last date for submission of tender documents is 27.11.2020 at 2:30 pm. Technical Bid will be opened at 3:00 pm and price Bid will be opened the same day at 5:00 pm. NSIC reserve the right to accept or reject any tender without assigning any reason to the Bidders/Owners/Hostel providers.

Detailed documents may be downloaded from the NSIC website www.nsic.co.in/tenders and Central Public Procurement portal www.eprocure.gov.in.

Expression of Interest for providing Hostel for Boys & Girls (separately):

TENDER FORM		
Technical Bid -Part-I		
BIDDER'S DESCRIPTION		
1.	Name of the Firm/ Hostel Owner(s)/ House Owner(s)/Agency	
2.	Address of Office/ Owner's Residence	
3.	Telephone No.	
	Mobile No.	
	Fax No.	
	E-mail	
4.	Detail Address & distance of Hostel Premises from NSIC Institute (Enclose layout and drawings of Hostel premises).	
5.	Valid License for running hostel	
6.	Road width (In Feet)/ Landmark where the accommodation is situated	
7.	Food License Registration Certificate (Enclose Copy)	
8.	Certificate of Registration for GST, PAN	GST No. : PAN No. :
9.	No. of years of Experience in this area	
10.	Facilities provided (Enclose in separate paper)	

I have read all the terms & conditions and I confirm and agree the same.

Signature of the Bidder

Place:

Date:



Price Bid-Part-II

(Indicate amount for Monthly Basis)

(This sheet to be separately submitted in a sealed envelope)

Part -A (For Accommodation)

Hostel Capacity (in numbers)	
(Fully Furnished-Yes / No)	
Number of Beds per Room for accommodation	
Charges of ONE bed per month	(In figures) Rs. _____
	(In words) Rupees _____

Part -B (For Fooding, per day Basis)

Meals (Breakfast, Lunch, Evening Tea & Dinner) <u>Per day per trainee</u>	(In figures) Rs.....
	(In Words) Rupees.....

The GST amount is to be separately indicated for payment (i.e. GST as applicable)

TERMS AND CONDITIONS FOR PROVIDING HOSTEL

1. The Bidders are required to submit their offer in two parts (**Technical Bid & Price Bid**) **separately** in a sealed envelope and both envelopes submitted inside a bigger envelope. The Bidders should note that they are not required to disclose their quoted price in the **first part (i.e. Technical Bid)**. The **first part** shall consist of tender document issued alongwith required documents and **second part shall contain Price offered (Price Bid /Financial Bid)**.
2. Preference will be given to the Bidder having minimum two (2) years of experience in the similar field. Self-attested Experience certificate should be enclosed with the Technical Bid.
3. If any hostel provider/owner premises distance should not be more than ½ Km from NSIC TIC, Bamunimaidam, Guwahati-781021, Assam.
4. Hostel Provider/owner should be well established and possess a Valid certificate for running/maintaining the hostel.
5. Hostel Provider/ owner should follow rules and guild lines regarding COVID-19 from State and Central Governments.
6. The Bidder should submit Bid for hostel facilities for both Girls & Boys as per availability of seat. The accommodations for male and female trainees are required separately.
9. No further discussion/interface will be held with the Bidders whose Bids would be Rejected/Disqualified/Technically Disqualified.
10. The room should have sufficient number of attached/common lavatory and bathroom with sufficient space having proper ventilation and windows. The rooms should be well furnished with mattress, bedsheet, bed(s), chair(s), Pillow and Pillow Cover, Blanket, Mirror, light and ceiling fans, Almirahs with lock, 5Ampere power socket, etc. Toilet facility offered can be attached or separate.
11. Every day hygienic meals is to be provided with different, seasonal vegetables. Morning breakfast, Lunch, Dinner & Tea (to be provided two times) every day. Every Sunday special lunch is to be provided.
12. Any discrepancy regarding water, electricity or other is to be resolved in 24 hours' time, under any condition whatsoever.
13. Every day housekeeping and room cleaning services is to be provided for each room and Toilets compulsorily & necessary record are to be maintained.
14. The electricity/water bills charges shall be deemed to be included in the rate quoted by the Bidder.
15. The Bidder shall keep and maintain the premises, fixtures and fittings in good tenantable condition at his own cost and shall make repairs good, if damaged in due course.
16. All the rules, regulations, laws and by-laws of the Municipal Committee or any other local authority having jurisdiction over the premises shall be complied by the Bidder. Property tax and all other related tax will be paid by the Bidder.

- 17 NSIC reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- 18 Successful Bidder will have to execute an agreement within a week (from the date of awarding the contract) with NSIC on a non-judicial stamp paper as per the Stamp Act.
- 19 The successful Bidder will have to provide the premises for accommodation immediately after signing of the agreement.
- 20 The hostel provider/ owner will provide the inventory of the fixtures and fittings, furniture, equipment's, facilities etc. available in the premises at the time of occupation. The team of NSIC will inspect the premises and verify the same.
- 21 NSIC will avail the hostel facility for the trainees only when required. No advance payment.
- 22 Payment Bill should be submit after completion of training for the availed hostel trainees along with attendance copy and payment will be done after checking all.
- 23 The food shall be cooked, stored and served under hygienic conditions.
- 24 The hostel provider/ owner shall ensure that only hot food is served to the students. Complaint, if any, in this regard shall be dealt severely with reasonable penalty.
- 25 Consumption or sale of alcoholic/Tobacco products is banned in the Hostel Premises.
- 26 All legal matter will be under Guwahati Jurisdiction only.
- 27 Hostel warden should be arranged by hostel providers and should take attendance every evening.
- 28 Hostel fees of the trainees will be paid by NSIC ltd for the sponsored training programs and for internal training programme, trainees will pay for themselves.
- 29 NSIC staffs will be visiting hostel time to time for checking purposes.
- 30 Hostel providers should indicate number of room and its seat allocation as per room size. If possible enclosed separate sheet.
- 31 This empanelment is for time period up to 31st March 2020 only. Bid price validity shall be for 45days.
- 32 The successful Bidder shall deposit an amount of Rs 5000/- (Rupees Five thousand only) as security deposit. No interest will be paid on security deposit amount and shall be refunded fully after completion of contract.
- 33 Tender Evaluation criteria is attached in annexure –A.

Signature of the Bidder

Place:

Date:

TENDER EVALUATION CRITERIA

S.No.	DOCUMENT REQUIRED TO BE SUBMITTED
1	Pan Card (copy should enclosed)
2	GST registration should be mandatory above 10 lakhs annual turnover (copy should be enclosed)
3	Turnover of the owner/ hostel providers. (copy should be enclosed)
4	24x7 water supply and power supply (submit details of arrangement)
5	Well-furnished infrastructure, submit details.
6	Minimum accommodation capacity should be 25 seats either for boys or girls or both. (a declaration for available capacity should be submitted)
7	Hostel Warden should be provided by owner/ hostel providers-indicate details
8	Preference will be given to the Bidder having minimum two (2) years of experience in the similar field. Copy of valid License for running hostel should be enclosed
9	Hostel premises distance should not be more than half (½) km from NSIC-TIC, Bamunimaidam, Guwahati, indicate distance and enclose layout and drawings of Hostel premises
10	Enclose copy of Food License Registration Certificate
11	Chart of day wise offered food item (Breakfast, lunch, evening tea and Dinner) should be enclosed.

After checking all the above documents, tender committee members may go for inspection of hostel premises, if required.

Based on above, the **financial Bids of only technically qualified Bidders** (as per tender committee) shall be opened by the tender committee (in presence of attending Bidders) and the Bidder quoting lowest amount per month (for accommodation and fooding combined) in financial Bid shall be declared the successful Bidder (For Bid evaluation purpose a month shall contain 30 days).