



**NATIONAL RAIL AND TRANSPORTATION INSTITUTE**  
(Deemed to be University)

**TENDER DOCUMENT**

**Tender No. - NRTI/2022/01**

**Name of Work - : NRTI- Hiring of Hostel facilities in Vadodara for 200 students  
for a period of 2 years**

Approximate Cost of the Work	:	<b>Rs 5, 47, 11,840/-</b>
<b>Earnest Money</b>	:	<b>Rs 4, 23,560/-</b>
Cost of Tender Document	:	<b>Rs 1000/-</b>
Last Date & Time for submission of Tender	:	<b>23.04. 2022 - 15.00 hrs.</b>
Date & Time of Opening of Tender	:	<b>23.04. 2022 - 15.30 hrs.</b>
Contract Period	:	<b>2 Years</b>

**ADDRESS**

**NATIONAL RAIL AND TRANSPORTATION INSTITUTE**  
1<sup>st</sup> Floor, NAIR Campus, Lal Baug, Vadodara, Gujarat - 390004

Dy. Finance Officer/NRTI

Dated Signature of the Contractor

Dy. Chief Engineer (I &S)/NRTI



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**TENDER NOTICE**

TENDER No	NRTI/2022/01
Name of Work	<b>NRTI- Hiring of Hostel facilities in Vadodara for 200 students for a period of 2 years</b>
Approximate cost work	<b>Rs 5, 47, 11,840 /- (Five Crore Forty Seven Lac Eleven Thousand Eight Hundred Forty only).</b>
Type of Tender	Open Tender ( Two Bid System)
Cost of Tender Document	Rs. 1,000/- (One Thousand only)
Earnest Money to be Deposited	<b>Rs 4, 23,560/- (Four Lac Twenty Three Thousand Five Hundred Sixty Only).</b>
Contract Period	<b>24 months from date of actual commencement of services.</b>
Web site particulars	Tender Document can be down loaded from Website: <a href="https://nrti.edu.in">https://nrti.edu.in</a>
Last Date & Time for Submission of Tender	23.04. 2022 – 15.00 hrs.
Place for Submission of Tender Documents	NATIONAL RAIL AND TRANSPORTATION INSTITUTE, 1 <sup>st</sup> Floor, NAIR Campus, Lal Baug, Vadodara - 390004, Gujarat
Date & Time for opening of Tender ( Technical Bid)	23.04. 2022 – 15.30 Hrs.
Date and time of opening of tender (Price Bid)	Of only those bidders, who qualify in the technical evaluation. Date, time and venue to be announced.
Validity of Offer	90 days from the date of opening of Tender.
Note: In case of any clarification, the Bidders may contact Dy. CE (I & S), NRTI at the above office during the working hours on Telephone No. 0265-2648301	

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**Instruction for Tenderers**

1. **The Institution:** National Rail and Transportation Institute (NRTI)-Vadodara is a Deemed to be University under the auspices of Ministry of Railways, Govt. of India.
2. NRTI is desirous of NRTI- Hiring of Hostel facilities in Vadodara for 200 students for a period of 2 years.
3. Interested parties may download the copy of the document from websites, i.e. <https://nrti.edu.in>. Any corrigendum or amendments will be posted on the Institute's website only and the Bidders are advised to keep visiting the Institute's website regularly for updates/changes.
4. For submission of the tender, the technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids will be opened by the purchase committee at the first instance and evaluated. At the second stage financial bids of only the technically acceptable offers, opened for further evaluation and ranking before awarding the contract.
  - (a) **Technical bid consisting of all technical details (as per Proforma 1 to 3) along with terms and conditions; and**
  - (b) **Financial bid indicating item-wise price for the items mentioned in the Price bid. (As per Proforma 4)**
5. All the relevant documents shall be attached along with tender form as per terms and condition of tender and signed by the owner / operator / Power of attorney holder.
6. A Committee duly constituted by the Competent Authority will first evaluate the Technical Bids submitted by the bidders and short-list bidders for the next stage.
7. Members of the Committee would visit for inspection of the premises/building/apartments of only those shortlisted bidders who meet the requirement & specifications as per proforma-3 of Technical Bid (with prior intimation to the bidder).

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8. Thereafter, based on the overall suitability of the premises offered, as determined by the Committee, the Institute will pre-qualify the bidders and open the financial bids of such pre-qualified bidders only.
9. NRTI reserves the right to reject any or all tenders without assigning any reason whatsoever.
10. In case it happens to be holiday on the date of opening, the tender will be opened on next working day at same time of opening.

**CHECKLIST FOR SUBMISSION OF BID**

Sl. No.	Particulars	Complied Yes or No	Details of Supporting document
1.	Tender Document Fee & requisite Earnest Money Deposit in prescribed form with bank details submitted or not.		
2.	Tender Document with Signature of tenderer / authorized signatory on all the pages of tender document & supporting document along with address and phone no. for correspondence & communication.		
3.	Copy of partnership deed/ Memorandum of Association/ Article of Association/ Agreement of HUF/ Joint Venture Agreement submitted or not.		
4.	Attested copy of Goods and Service Tax registration (as applicable) & PAN Card.		
5.	Affidavit by Notary for not having been debarred / blacklisted- by any Govt./PSUs/Bilateral and Multilateral agency.		
6.	Rates have been filled-in at the offer sheet in words as well as in figures.		
7.	Affidavit & other details as per Performa given at Annexure 1 and 2		

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**General Condition of Contract**

1. The tender should be accompanied by a tender fee and an Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of NATIONAL RAIL AND TRANSPORTATION INSTITUTE. The EMD shall be valid for a period of 45 days beyond the validity of offer i.e. 135 days.
2. The cost of the tender document shall not be clubbed with the Earnest Money Deposit and has to be paid separately.
3. The Tenderer/s must satisfy the following mandatory requirements failing which their offers shall be summarily rejected without any communication/correspondence. Hence, the tenderers are advised to ensure that the tender documents are submitted duly signed on all the pages.
  - a) The requisite Tender Document Fee & Earnest Money Deposit (EMD) in form of Demand Draft.
  - b) Attested copies of Affidavit for sole proprietorship / partnership deed/ memorandum and Articles of Association along with details pertaining to place of registration, principal place of business of the firm etc.
  - c) Attested copy of power of attorney or assignment deed on non-judicial stamp paper of appropriate value of the signatory of the bid on behalf of the tenderer.
  - d) Offer Letter as per Annexure -1.
  - e) Affidavit as per Annexure -2.
  - f) Attested copy of Goods and Service Tax registration (as applicable) & PAN card.
  - g) The agency must not have been debarred / blacklisted by any Govt. Sector/PSUs/Bilateral and Multilateral agency. The tenderer should submit Notarized Affidavit for the same along with the tender.**
  - h) Complete documentary evidence should be submitted by Contractor.

**NOTE-** *The tenderer must keep all the original documents ready, copies of which have to be submitted along with the offer. The original documents will have to be produced as and when required by NRTI for verification. All the documents submitted shall be self-attested by the tenderer.*

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4. Every Tenderer shall state in the Tender his postal address fully and clearly. Any communication sent in time to the Tenderer by post at the said address shall be deemed to have reached the Tenderer duly and in time. He shall also give telephone number and email id for communication. Important documents shall be sent by Registered post; in addition to email sharing.
5. It is responsibility of the tenderer to check for any correction or modifications published subsequently on the website and the same shall be taken into account while submitting the tender.
6. Each of the page of tender documents and corrigendum (if any) is required to be signed by person/ persons submitting the tender as a confirmation of their having acquainted themselves with General/ Special conditions & Specification as laid down. The tender document is required to be printed, signed by the person/ persons submitting the tender.
7. Tenderer (s) are free to download the tender document at his/their own risk and cost for the purpose of perusal as well as for using the same as tender document for submitting the bid. However, the document fee has to be paid to NRTI. Master copy of the tender document is available in the office of the Deputy Chief Engineer (I &S), National Rail and Transportation Institute, NAIR Campus, Lal Baug, Vadodara.

After award of the work, an Agreement will be prepared based on the master copy of the tender document available at the above-mentioned office. In case, any discrepancy between the tender documents downloaded from the website and the master copy, the latter shall prevail and will be binding on the tenderer(s). No claim, on this account, will be entertained.

8. If any change/addition/deletion is made by the Tenderer and the same is detected at any stage even after the award of the tender, full earnest money deposit will be forfeited and the contract will be terminated at his/their risk and cost. The tenderer is also liable to be banned from doing business with NRTI and/or prosecuted.
9. **Error/Omission and Discrepancies-** The tenderer shall not take advantage of any error due to typing or otherwise. If there is any doubt that shall be brought to notice of Deputy Chief Engineer (I &S), NRTI without delay and the same shall be dealt as per NRTI's requirement and advantage only.

**IMPORTANT NOTE: - Tenderer should specifically check the items and fulfill the mandatory conditions in order to avoid rejection of their offer.**

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**Special Conditions of Contract:**

1. National Rail and Transportation Institute (NRTI)-Vadodara reserves the right to accept or reject any or all the tenders or cancel this process at any time, without assigning any reason whatsoever.
2. The bidders, who do not meet the Requirements criteria; or do not submit all the necessary documents in support of the Requirements criteria; or do not submit documents that are complete and valid; or do not submit bids with supporting documentation in time - shall be disqualified.
3. The Bidder shall be the/an owner or duly authorized to lease the premises being offered. The tenders shall be accepted only from owners/power of attorney holders of the property. Offers from brokers will not be entertained. No brokerage shall be paid for taking the property on lease/rent.
4. The responsibility for payment of all types of taxes such as property tax, municipal tax, taxes for utilities etc. shall vest solely with the bidder. However, such agreed charges as in the Agreement to lease the property shall be payable by NRTI.
5. The properties offered for accommodation shall have clear title and shall be free from all encumbrances, liabilities, disputes and litigations with respect to ownership; lease/renting and shall have all the required regulatory and statutory approvals/permissions from the competent authorities, for use as hostel accommodation.
6. Possession of the accommodation should be handed over to Institute within 30 days from the date of award of the Letter of Acceptance and rent shall be payable to the Bidder in **monthly basis** from the date of possession, which shall not normally be later than 60 days from the date of the LOA. Deposit if any, shall be payable by NRTI, as per the agreement in place.
7. The Bidder shall provide electrical, sanitary and other fittings and fixtures (as described later) and maintain the same in good, working and useable condition at all times and replace such items as may be broken or mal-functioning, at its own cost. This includes any damages caused due to or arising out of flux of time or natural and reasonable wear and tear. The Institute on its part shall take reasonable care and extend due cooperation in maintaining the property in good condition and shall return the same to the Bidder at the termination of the lease, subject to

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reasonable/normal wear and tear due to flux of time and usage. In case of any delay in maintenance or restoration of services the institute will get it done at risk and cost of the lessor and adjust the same against the payment due.

8. Incomplete bids, bids received late, bids not conforming to the specifications and/or the instructions contained herein, will be rejected summarily.
9. Any form of canvassing/influencing will attract rejection of bid submitted by the bidder and the Institute reserves the right to take such penal action (e.g. blacklisting the Bidder for the present and future etc.) as it deems fit.
10. Irrespective of the offers received or their competitiveness, the final decision on choosing accommodation or no accommodation at all, will vest entirety with the Institution.
12. The bidder is expected to examine all instructions, **requirements and** specifications in the tender document. Deviations from, or objections or reservations to critical provisions such as those concerning maintenance of premises, availability of regulatory/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of **contract etc.** will be deemed to be material deviations & it will be rejected by the Institute.
13. The premises should have all required electrical fixtures and fittings, such as switches, power points, fans, lights, etc.
14. The offered space should be in a ready to occupy condition with approved electricity, water, sewerage connections, etc. The electric power load available and the specifications of power back-up should be clearly indicated.
15. Flooring should be standard quality. The internal and external walls and ceiling should be properly painted with standard quality paint.
16. NRTI reserves the right to set up additional generator sets and other electrical fittings in the premises/common areas of the building if required, for any of its additional/specific uses and the successful bidder shall facilitate (permit) such installations at no additional cost.

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17. If at any stage it is found that any of the details/documents furnished by the bidder is/are false/misleading/fabricated, its bid would be liable for cancellation without intimation to the bidder.
18. **Validity of Offer:** - The offer should remain valid for 90 days **from tender opening**. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the Technical Bids. The bidder is required to submit an undertaking on non-judicial stamp paper of required value duly signed by the rightful owner or its power of attorney holder that the bidder shall not back out/cancel the offer/offers made during the validity period.
19. **Hiring Period:** - **2 years**
20. Notwithstanding anything contained above, the Institute reserves the right to reject all or any bid as recommended by the Tender Committee and is not bound to divulge any reason to the unsuccessful bidders.
21. **Error/omission and Discrepancies in the Bid document** - The bidder shall not take advantage of any inadvertent error due to typing or otherwise, if there is any doubt, that shall be brought to the notice of NRTI without delay and the same shall be dealt with as per NRTI's requirement and NRTI's advantage only.
22. **NEGOTIATION**  
Tenderer shall not increase his/their quoted rates in case the NRTI Administration negotiates for reduction of rates. Such negotiations shall not amount to cancellation or withdrawal of the original offer and the rates, quoted will be binding on the tenderer.
23. **VARIATION CLAUSE:** - There is possibility of variation in total number of students' up to +/- 25 %. Therefore +/- 25% variation in the total strength of students for whom hostel facilities are required is permissible in the contract and payment would be made on pro -rata basis as per the agreed rate of the item.

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**Earnest Money Deposit (EMD)**

The tenderer shall deposit **Rs 4, 23,560/- (Four Lac Twenty Three Thousand Five Hundred Sixty Only)** as Earnest Money Deposit in the form of Demand draft drawn in favour of NATIONAL RAIL AND TRANSPORTATION INSTITUTE. If Tenderer doesn't enclose the requisite EMD, as mentioned above, along with tender offer; his/their offer will be summarily rejected.

However MSEs registered with District Industries Centres, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Handloom, any other body specified by Ministry of MSME or Startups as recognized by Department of Industrial policy & Promotion shall be exempted from payment of Tender Document Fee as well as EMD (Earnest Money Deposit). Photocopy/ Xerox copy of their evidence to this effect must be enclosed.

1. If tender is accepted, the EMD of the successful tender will be returned after 45 days of issuing LOA.
2. The earnest money of the other tenderer(s) shall be returned to them except If the tenderer withdraws his offer within the validity period of his offer or fails to undertake the contract after acceptance of his tender, the full amount of EMD shall be forfeited.
3. The EMD should be in the form of **Demand draft** drawn in favour of **NATIONAL RAIL AND TRANSPORTATION INSTITUTE**.

**Procedure for Submission, Opening & Evaluating of Tender Bids (Technical):**

1. While submitting the tender, the technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribing and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids will be opened by the purchase committee at the first instance and evaluated.

At the second stage financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.

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- a. **Technical bid consisting of all technical details (as per Proforma 1 to 3) along with terms and conditions; and**
  - b. **Financial bid indicating item-wise price for the items mentioned in the Price bid. (As per Proforma 4)**
2. The Committee or a Sub-Committee constituted by the Institute will open the Technical bids in the presence of the available bidders or their duly authorized representatives (max one person/representative per bidder), on the date and at the time specified.
  3. Detailed evaluation of the Technical Bids then follows, about their conformity with the requirement specifications as well as other relevant factors. For the bids that qualify in the first stage of evaluation, the second stage (spot study) follows, wherein, inspection of the premises offered along with facilities and amenities would follow. This will lead to a third- stage, where the Price bids of the finally short-listed bidders (only) would be opened and evaluated.

**Lease/ Rental Payments Terms:**

1. Payments shall normally be made on **monthly basis** from the date of possession, against pre-receipt bills as per the **contract agreement** to be executed between the NRTI and the owner/lease holder. TDS and other taxes will be deductible as applicable as per government rules.
2. **In case the successful tenderer is not registered under CGST/SGST/IGST/UGST Act, NRTI shall deduct the applicable GST from his/her/their bills under reverse charge mechanism (RCM) and deposit the same to concerned tax authorities.**

**Condition of certificate for compliance of Registration of bidders from Land border countries Rule 144 (xi) of GFR:** any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority specified in Annex I of Rule 144 (xi) of GFR.

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**Penalty Clauses:**

1. Penalty shall be up to Rs.1000.00 per day, per fault/unsatisfactory work related to maintenance of Hostels like poor housekeeping/non-availability of security and Supply of food like occurrence of insects/stones/pebbles/such material.
2. On repetitive happening of any of above mistakes on three or more occasions the contract will be liable to be terminated.

**Terms of Termination of Lease Agreement**

The lease can be terminated by either side by giving a notice of not less than three months.

**Arbitration**

All disputes about the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed thereunder and in force shall be applicable to such proceedings. The Competent Authority of NRTI or a person nominated by him/her shall be the sole Arbitrator. The costs of arbitration shall be borne equally by both the parties.

**Jurisdiction**

- a) VC, NRTI-Vadodara shall be the final authority for settlement of any dispute, and his/her interpretation of any clause/term/condition(s) of this document shall be final and binding, and the jurisdiction of Court of Law shall be Vadodara.
- b) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Vadodara, Gujarat Court only.

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**Technical Bid:** - Technical bid consists of the following 3 details as per given Proforma

1. Bidder's Particulars (Proforma -1)
2. Property Particulars: (Proforma- 2)
3. Requirements & Specifications (Proforma -3)

**(1) Bidder's Particulars (Proforma -1)**

<b>Sl.No</b>	<b>Particulars</b>	<b>Details</b>
1	Bidder's name/ Organization Name	
	Whether Owner or Power-of-Attorney (POA) Holder	
	If POA holder, whether POA specifically mentions authorization to lease/rent out the property	
	Is the POA registered?	
	Is the POA valid currently?	
2	Address for communication	
3	<b>Contact Details</b>	
	Name of the Owner/POA Holder	
	Designation	
	Telephone Number office	

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	Mobile Number	
	Email Id	
4	PAN Number	
5	Service tax registration number/ GST No.	
6	<b>Aadhar Number</b>	
7	<b>Bank Particulars</b>	
	Account name	
	Type of A/c: (SB/CA/CC)	
	A/c No.	
	IFS Code	
	Name of the Bank	
	Branch	

**(2) Property Particulars: (Proforma- 2)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details / Specifications</b>
1	Name of the person / party holding title to the property	
2	Complete Address and location of the Building	
3	Approach and access details of premises	
4	Distance of the offered property in kms from National Rail & Transportation Institute, NAIR, campus, Lalbaug, Vadodara.	

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5	No. of Rooms offered for rent:	
	No. of floors in the building	
	No. of flats/ Room per floor	
	No. of bed rooms per flat	
	Total no. of rooms per flat	
	Room-wise dimensions	
	Facilities and amenities available in the building (attach supporting documentation containing details)	
	Facilities and amenities available in each room (attach supporting documentation containing details)	
	Carpet Area of flat	
	Built-up area flat	
	Super built-up area flat	
	Type, Make, Model, and No. of lifts available with carrying capacity, etc. along with Maintenance Contract details	
	Accommodation offered is on which floor(s)?	
6	In case of adjoining / contiguous buildings in the same premises, compound or complex	

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	Distance between the two buildings (meters)	
	Building-wise, floor-wise details of offered accommodation, along with details as sought in (5) above	
7	<b>Essential / documents to be furnished</b> Copy of the title deed of the property	
	Particulars of year of construction, age of the building etc. (enclose attested/ self-certificated copy of fire-clearance certificate, license for lift operation etc. issued by competent authority)	
	Undertaking by owner / bidder that the accommodation offered is free from all encumbrances, liabilities, disputes and litigations with respect to its ownership; lease/renting and that it has all required approvals/permissions from the competent authorities, for use as hostel accommodation	
	Proof of payment of all statutory/government dues like property taxes, electricity, telephone, water charges as applicable, as on date of Tender submission	
	Supporting documentation for facilities and amenities; furniture and fixtures	
<b>General</b>		
8	Type of building whether commercial or residential as per the Government norms and records	
9	<b>Water</b>	

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	i. Whether running water is Available round the clock in all toilets and dining hall?	
	ii. Whether municipal water connection is available?	
	iii. Whether bore well/ tube well available?	
	iv. Water storage capacity underground sump in litres	
	v. Water storage capacity of overhead tank in litres	
	vi. Whether drinking and utility water meet the laid-down / standard / generally- accepted norms?	
10	<b>Electricity</b>	
	i. Sanctioned load	
	ii. Whether all the rooms have been provided with lights, ceiling fans and air conditioners?	
	iii. Details of power back-up facility / Generator with capacity	
	iv. Arrangements of regular repairs and maintenance of such power back-up facility	
11	Details of fire safety mechanism / equipment along with particulars	
12	Provisions of regular repairs and maintenance and repairs	
13	Whether the premises would be freshly painted and given before use by NRTI	

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14	Whether parking space available as per NRTI requirement	
15	Whether space for sports/games available as specified?	
16	Whether extra rooms available as sought for use as office, for meetings etc.	
17	Specify the lease period offered and provision for extension is the requirement	
18	Whether the building is earthquake resistant. If whether certificate from the competent authority is available	
19	Any other salient aspect of the building which the party may like to mention	

**(3) Requirements & Specifications (Proforma -3)**

[Bidders to fill in the information as sought in Columns (3) and (4) and submit proof / supporting documentation as applicable/needed]

Sl. No.	Required Specifications of the property	Yes/ No	Sizes, Dimensions, etc. as applicable, along with units of measurement. Also, highlight deviations (if any) from the requirement specification
1	Whether the offer available on lease for 2 years		
2	Whether the offered accommodation is in a single building		
3	Whether the offered accommodation is in contiguous buildings within the same premises / complex ( <i>please specify distance between the buildings</i> )		

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4	Whether the offered property/building is exclusive to NRTI		
5	Whether the offered property is in a residential locality		
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)		
7	Distance of the Property from NRTI in KMs		
8	Whether there are adequate numbers of rooms/ space in the property offered to accommodate 200 students on 2 bed/3 bed occupancy in each room.		
9	Whether Each room is furnished with a Bed, Cupboard, Study Table & Chair for each student separately		
10	Additional rooms available for having a Canteen / Gym / TV Room/ etc.		
11	Whether the common room /area has electrical fixtures (fans, CFL/LED lights etc., electrical points for laptop/desktop etc.)		
12	Whether 24-hour electricity supply is available in the premises		
13	Whether 24-hour running water supply for drinking and utility purposes available in the premises.		
14	Whether the quality of water meets laid-down / generally accepted standards of the appropriate statutory authority		
15	Whether the accommodation offered is well-connected by public transport and is easily accessible by a motorable road		
16	Whether suitable facilities exist for drainage / sewage / waste disposal etc.		

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17	Whether the property offered has adequate privacy and security and whether facility of watch and ward staff exists		
18	Whether the property offered has fire protection and whether suitable equipment/arrangements to ensure the same are available in good working condition as mandated by the competent authorities		
19	Whether the offered property is in an area with clean and hygienic surroundings		
20	Whether the surroundings and locality of the offered property are safe and secure, suitable for stay by students (boys and girls)		
21	Whether Individual geysers or running hot water facility is available in all the bathrooms or if not centralized provision for hot water available in the building with supply to each flat.		
22	Whether exhaust fans available in toilets		
23	Whether Door locks with three sets of keys for each room available		
24	Whether Passenger-elevator (lift) with capacity to carry minimum 6 persons available in the building (for high-rise buildings)		
25	Whether the operation of lift is authorized by the competent authority		
26	Whether the Staircase is well-lit and fit for use (free from obstructions)		
27	Whether Permanent electrical & water supply connections from the government authorities concerned made available		
28	Whether the underground sump & overhead water tank for 24 hrs water supply provided?		

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29	Whether the water supply is from bore-well for water or through municipal corporation.		
30	Whether the bore-well is functional and yielding the required quantum of water for 24/7 use		
31	Whether mosquito-proof mesh for all external doors, windows, ventilators and openings provided		
32	Whether CCTV surveillance provided for common areas such as corridors, parking area, cellar, basement, staircase etc.		
33	Whether Fire extinguishers in each floor as per the government norms provided in the building		
34	Whether the AC and Ceiling fans in all rooms provided		
35	Whether lighting in rooms, wash rooms, common areas etc. available?		
36	Whether the Dining hall (of 30 capacity) in Ground / basement or on terrace/ flat exist?		
37	Whether the Dining hall has proper permanent shelter against sun and rain		
38	Whether the Curtains for doors and windows in all rooms provided?		
39	Whether separate electricity consumption meters for the accommodation offered?		
40	Whether provision for washing machines, ironing boards, refrigerators etc. <b>in the building</b> with 15 Amps power sockets and switches provided ?		
	Whether there is provision for cloth drying (cloth hanging rods) in terrace/balconies provided?		

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<b>Maintenance &amp; Services (at Bidder's Cost)</b>			
41	Whether daily housekeeping by providing adequate persons (comprising male and female staff) not less than three persons exist ?		
42	Whether the round-the-clock Security one person in each 8/12 hr shift and one reliever (total 2 persons) provided?		
43	Whether Plumber/ Carpenter/ Electrician services made available (on call basis)		
44	Whether Waste disposal and sewage disposal (cleaning of septic tank etc.) exist?		
45	Whether necessary fire-fighting equipment in good working condition provided ensuring their validity at all times?		
46	Whether provision for timely payment Electricity bills exist in the building?		
47	Whether provision for timely payment of Water usage charges exist in the building?		
48	Whether permission of society/ building for use of the flats for students in c/o residential flats.		

### **Bid Evaluation Process**

a) Evaluation criteria will be based on evaluation of the BIDDER meeting the technical qualification (including eligibility criteria) and subsequently evaluation of financial bid. The evaluation shall consist of following phases:

- i) Phase I – Evaluation of Technical bid
- ii) Phase II - Evaluation of Financial bid by following QCBS Method

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b) It is mandatory for the BIDDER to qualify all the Technical qualifications (including eligibility criteria) to be technically qualified and for being considered for opening of his Financial Bid and evaluation thereof.

**Phase-I : Evaluation of Technical Bid**

- Detailed technical evaluation shall be carried out and other conditions in the tender document to determine the substantial responsiveness of each bid. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender.

**Phase -II : Evaluation of Financial Bid**

The financial bid of only those BIDDERS who are found to be technically eligible shall be opened. The financial bids shall be opened in presence of the representatives of technically eligible BIDDERS, who may like to be present. The NRTI shall inform the date, time and for opening of the financial bids.

Bidder Proposal shall be given a scoring as below:

Technical Bid will be assigned a Technical Score (TS) out of a maximum of 100 points. As per the technical evaluation criteria, the BIDDER who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other BIDDERS will be allotted scores relative to the scores of the BIDDER with the lowest quote as below:

$$FS = 100 * Fl / F$$

Where:

FS = The financial score of the Financial Proposal being evaluated

Fl= The price of the lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

QCBS Evaluation

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The score of the Technical proposal would be given a 70% weightage, and the Financial proposal would be given 30% weightage. The weighted combined score of the Technical bid (TS), and Financial proposals (FS) shall be used to rank the BIDDERS on the basis of formula given as below:

$$\text{Combined Score} = 70 \% * \text{TS} + 30 \% * \text{FS}$$

The BIDDER with highest combined score shall be declared as selected BIDDER.

P.S.: In the event of two or more Bidders/Firms getting the same final score, the Bidder with higher score in Technical evaluation shall be selected

**Selection Criteria using QCBS procedure**

S No	Criteria	Points/ Marks
1.	Space Availability, Cleanliness and overall Ambience.	20
2.	Flats in the same Building or contiguous building (in the same compound, premises or complex)	20
3.	Proximity to the Institute	20
4.	Availability of A/c and other furnishings	10
5.	Clear title, quickness for the deal and leasing of the premises with all due clearances (without encumbrances); ideal if both the properties are held by the same owner.	10
6.	Economy of the lease among and advance (if any)	10
7.	Due weightage will be given to offers that have space / provision for sports / games like badminton, table tennis, caroms etc. for use by students.	10

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**Price Bid ( Proforma-4)**

<b>Schedule (A) - NRTI- Hiring of Hostel facilities in Vadodara for 200 students for a period of 24 Months</b>				
<b>Item No.</b>	<b>Description of Item</b>	<b>Per month Charges In Rs.</b>	<b>GST in Rs (if applicable).</b>	<b>Total in Rs.</b>
1	Rent for the Hostel facility being leased / extended for building/ Contiguous buildings (with adequate no of two or three bed rooms per flat, to accommodate 200 students along with all the facilities and amenities, in the building(s) as a whole and in the flats/rooms as sought in the tender			
2	House-keeping (1 Persons) Charges			
3	Security (1 Persons) Charges			
4	Maintenance Charges			
5	Any other Charges (including WiFi etc)			
	<b>Total per month</b> (Item No 1 to 5)			
	<b>Grand Total 24 Months</b>			

Indicate Terms of Payment Clearly.

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**Schedule (B) - Providing Catering for the Students in Hostel**

<b>Item No.</b>	<b>Description of Item</b>	<b>Per Student/Per Month in Rs.</b>	<b>GST in Rs. (if applicable)</b>	<b>Total in Rs.</b>
1	Morning Tea			
2	Morning Breakfast which includes any one of Parantha / Methi Thepla / Batata Pauha/Upma/ Samosa with Chatni/Batata Vada with Chatni/Idli with Chatni/Bread with Jam & Butter and Tea and coffee/Milk			
3	Lunch which includes Chapati / Roti,Dal/Chole, Rajma/Kadhi - Kathol,Curd/Raita ,Salad ,Papad, Pickle ,Vegetable Dish, Rice			
4	Dinner which includes Chapati/ ,Roti/Puri,Rice Dal/Chole, Rajma/Kadhi- Kathol, Vegetable Dish/Paneer ,Salad ,Curd/Raita ,Pickle,Papad			
	<b>Grand Total for 24 Months</b>			

Note: There should be provision to opt out of Lunch for students and also, planned informed opting out for Breakfast/Lunch and Dinner for long absence.

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**Annexure - 1**

**OFFER LETTER**

**To,**  
The Vice Chancellor  
Acting through Dy. Chief Engineer (I &S)  
National Rail & Transportation Institute,  
NAIR Campus, Lal Baug, Vadodara.

1. I/we have read the various conditions of the Tender attached hereto; and hereby agree to abide by the said conditions. I/we also agree to keep this Tender open for acceptance for a period of 90 days as specified in the tender notice from the date fixed for opening of the same; and in default thereof, I/we will be liable for forfeiture of my/our "Earnest Money".
2. I/we also hereby agree to abide by the Terms & Conditions of the Contract; and to carry-out the work accordingly.
3. **Rs 4, 23,560/- (Four Lac Twenty Three Thousand Five Hundred Sixty Only)** prescribed in the Tender Notice is forwarded herewith towards the Earnest Money Deposit. The full value of the Earnest Money shall stand forfeited without prejudice to any other right or remedies in case my/our Tender is accepted and if:
  - (i) I/we do not execute the contract documents within seven days of receipt of notice issued by NRTI, and
  - (ii) I/we do not commence the work within fifteen days of receipt of the orders to that effect.
4. I/we am/are a Micro and small Enterprise registered from.....( body approved by Ministry of MSME) with registration No. .... and terminal validity up to..... for similar service contract.
5. Further, until a formal agreement is prepared and executed, acceptance of this Tender shall constitute a binding contract between us subject to the modifications as may be mutually agreed to by both the parties and indicated in the Letter of Acceptance of my/our offer for this work.

Contractor's Address:

Signature of Contractor

Dy. Finance Officer/NRTI

Dated Signature of the Contractor

Dy. Chief Engineer (I &S)/NRTI



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Date:

Signature of witness

**Annexure - 2**

**FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY THE TENDERER ALONG WITH THE TENDER**

(to be executed in presence of public notary on non-judicial stamp paper of the value of Rs. 100/-The stamp paper has to be in the name of the tenderer)\*\*

I ..... (Name and Designation) \*\* appointed as the Attorney / authorized signatory of the tenderer (including its constituents), M/s. .... (herein-after called the tenderer) for the purpose of the tender documents for the work of ..... as per the Tender No. .... of NRTI, do hereby solemnly affirm and state on behalf of the tenderer including its constituents as under:

1. I/we, the tenderer(s), am / are signing this document after carefully reading the contents.
2. I/we, the tenderer(s), also accept all the conditions of the Tender and have signed all the pages in confirmation thereof.
3. I/we hereby declare that I/we have downloaded the tender documents from NRTI website/ purchased the document from NRTI Office. I/we have verified the contents of the document from the website and there is no addition, deletion or alteration to the contents of the Tender document. In case of any discrepancy noticed at any stage i.e. during evaluation of tenders, execution of the work or final payment of the contract, the **master copy** available with the NRTI shall be final and binding upon me/us.
4. I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments as proof of the qualification/requirements.
5. I/we also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and the same shall be binding upon me / us.
6. I/we declare that the information and documents submitted along with the Tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents submitted by us.

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7. I/we understand that if the certificates regarding eligibility criteria submitted by us are found to be forged/fake or incorrect at any time stage i.e. during evaluation of tenders, execution of the work, it shall lead to termination of the contract and forfeiture of the Earnest Money Deposit & Performance Guarantee besides any other action including banning of business for Five Years with NRTI and I/we (insert name of the tenderer)\*\* ..... and all my / our constituents understand that my/our offer shall be summarily rejected.

DEPONENT

SEAL AND SIGNATURE OF THE TENDERER(S)

**VERIFICATION**

I/we, the above named tenderer(s), do hereby solemnly affirm and verify that the contents of my/our above Affidavit are true and correct as per best of my/our knowledge and nothing has been concealed; and no part of the Affidavit is false.

DEPONENT

SEAL AND SIGNATURE

OF THE TENDERER(S)

Place:

Date:

**End of the Tender Document.**

Dy. Finance Officer/NRTI

Dated Signature of the Contractor

Dy. Chief Engineer (I &S)/NRTI