



Institute of Fashion Technology Kerala

[Government of Kerala]

Affiliated to University of Kerala, Thiruvananthapuram

Established in technical collaboration with NIFT

IFTK Campus, Vellimon West PO, Kollam, Kerala - 691511

HOSTEL SECTION

TENDER PAPER

No: IFTK (B) 260 / 2018 dated 05th September 2018

Name of the work	Tender for Hostel Accommodation for Girl students of Institute of Fashion Technology Kerala
Cost of the Tender Form	Rs.1000/- (Rupees One Thousand Only)
Earnest Money Deposit	Rs.100000/- (Rupees One Lakh Only)
Issue of Tender/Downloads	From 05 th September 2018 to 15 th September 2018
Receipt of Tender	19 th September 2018, up to 05.00 PM

Tender Document for Hostel Accommodation for Girl students of
 Institute of Fashion Technology Kerala

Cost of Tender Form : Rs.1000/-

Earnest Money Deposit : Rs.100000/-

The tender document has **15** pages. The contents of the tender document are as follows.

SN	SCHEDULE	DETAILS	PAGE NOS
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02	SCHEDULE : B	Offered rates for Hostel Accommodation	5
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SCHEDULE: A

Important Dates

1. Starting date of Downloading the tender :05/09/2018, 10.00 AM
2. Ending date of Downloading the tender :15/09/2018, 06.00 PM
3. Last date of receipt of tender :19/09/2018, till 05.00 PM
4. Date of opening of Technical bid :24/09/2018, 11.00 AM

Notes

- (1) Bidders should download the tender document from the Institute's website - www.iftk.ac.in
- (2) Bidders may send their offer under **Registered Post/Speed Post** mentioning over the envelop **Hostel Accommodation of Girls students of IFTK** so as to reach the following address on or before **19/09/2018 up to 5:00 PM** only. However, IFTK accepts no responsibility for offers received after the due time and date.
"The Principal,
Institute of Fashion Technology Kerala
IFTK Campus, Vellimon West PO,
Kollam, Kerala - 691511"
- (3) Bidder should sign all the pages of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.
- (4) The parties may seek detailed clarifications on Technical and Financial bids (if any) on the conditions of bidding document through e-mail (iftk.govt@gmail) addressing to the "The Principal, Institute of Fashion Technology Kerala, Kollam - 691511"
- (5) A demand draft of **Rs. 1000/- (Rupees One Thousand Only)** towards non-refundable **Tender Fee** and a demand draft of **Rs.100,000.00/- (Rupees One Lakh Only)** towards refundable **Earnest Money Deposit (EMD)** from a Nationalized bank in favour of "**The Principal, Institute of Fashion Technology Kerala**" payable at **Kundara** in a separate envelope marked "**Tender Fee and EMD**" should accompany tender bid documents. Both the demand drafts should be valid for 90 days. The tender will not be considered for evaluation without **Tender Fee and EMD**.

- (6) EMD of the successful bidder of the selected firm/party/person will be converted in to security deposit. The earnest money of unsuccessful bidders will be returned to them without any interest after awarding the offer
- (7) **Technical Bid (Schedule F) and Price Bid (Schedule B)** should be placed in separate sealed covers by mentioning the Price Bid and Technical Bid on respective covers. **The Price Bid Cover includes Scheduled B only. The Technical Bid Cover includes Pre-Qualification Criteria (Scheduled E), Technical Bid (Scheduled F), and Demand Draft of Tender Fee & EMD placed in separate cover. The Separate sealed covers of Technical Bid and Price Bid shall be put together in a Single Sealed Cover at the time of submission.**
- (8) **Price bid** opening date and time for the bidders qualifying as **Pre - Qualification Criteria (Schedule E) and Technical Evaluation Criteria- (Schedule G)** will be informed separately to the qualifying Bidders by e-mail/mail/telephone/Institute website
- (9) **All Documents attached for the Proof Claim under Pre - Qualification Criteria (Schedule E), and Technical Bid (Schedule F), should be self-attested and attached as per the sequence of schedule serial only otherwise tender document will not be considered for further evaluation.**
- (10) The institute reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.
- (11) Submitted tender should be valid for three months from the tender due date.
- (12) All disputes shall be subject to Kollam Jurisdiction only

-Sd-
PRINCIPAL

SCHEDULE: B

SN	ITEM	RATE ₹	PER
01	Offered rates for Hostel Accommodation <i>Mention the rate quoted in words here</i> Rupees _____ _____ Only		Per student per month
02	Offered rates for Conveyance arrangements from Hostel to IFTK and back on daily basis <i>Mention the rate quoted in words here</i> Rupees _____ _____ Only		Per student per month

I hereby agree to provide and serve the facilities for hostel accommodation as per the rates quoted by me / negotiated and as per the Terms and Conditions mentioned in **Schedule C**. I also agree to provide the food as per the sample menu is attached on **Schedule D**

Date:

Place:

Address with phone nos.:

Name & Signature of the Bidder

SCHEDULE: C

General Terms and Conditions for Hostel Accommodation

The bidder will be finalized based on his / her experience, contracts executed earlier, capacity to prepare food of all religions, managerial abilities and other relevant factors as considered appropriate by the tender committee. If required, a team of members appointed by IFTK may also take visits to check up the quality of food being served etc. by the bidder at the place of his/her current contract of catering / mess / hostel/canteen services. Hostel Bidder (herein after referred as bidder) is required to note that health, hygienic safety and satisfaction of the hostel inmates (students of IFTK) is the prime concern of the hostel authority. On behalf of the students of Hostels, the hostel office hereby lays down the following terms and conditions which shall be binding to the bidder.

- (1) The contract period is for two years from the date of the execution of the contract agreement.
- (2) The hostel should be run separately and only for IFTK students. No other college students shall be allowed to stay in the hostel premises.
- (3) Preference will be given to the parties/firms/persons who have experience in running hostel for government institutions. No parties/firms/persons including father, mother, son, sister etc. will be eligible to submit the quotation, who are in litigation with IFTK.
- (4) The amount quoted in the quotation will not be sole criteria / factor in awarding the contract
- (5) Electricity and Water charges to be borne by the contractor.
- (6) Morning Breakfast and Afternoon Lunch should be provided to the hostel students at IFTK canteen on working days and in holidays it should be provided in hostel.
- (7) The meals should be served at following timings:
 - Breakfast -- 08:00 a.m. to 09:00 a.m.
 - Lunch -- 12:15 p.m. to 01:15 p.m.
 - Dinner -- 07:30 p.m. to 09:30 p.m.The timings may be changed as and when such circumstances arise.

- (8) Liability / responsibility in case of any accident causing injury/ death to mess worker/s or any of his staff shall be the responsibility of the bidder. The Hostel Section / Institute authority shall not be responsible by any means in such cases.
- (9) Bidder shall be solely responsible in case of incidence(s) of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the bidder as decided IFTK
- (10) The bidder and mess workers have to behave politely with hostel inmates.
- (11) Bidder shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
- (12) Base minimum area of 60 square feet / student should be provided in the hostel room
- (13) The hostel will be closed as per the prior instructions of Principal / IFTK authorities during vacation.
- (14) The age of hostel attendants and hostel supervisors must be between 18 to 60 years.
- (15) Subletting of contract is strictly not allowed which can lead to termination of the contract
- (16) Cleaning of students' rooms shall be carried out every odd days in calender with vacuum cleaner and floor cleaning liquid.
- (17) The bidder has to follow all labour laws / government laws in regard of employing the mess and hostel workers. The bidder shall be solely responsible for any dispute / violation of labour laws / government laws.

- (18) The selected part /firm /person should enter into an agreement with Principal, IFTK within seven days of the award letter to the contractor, or else his earnest money will be forfeited and the award shall go to the next contractor.
- (19) The selected party / firm / person should execute an agreement with Principal, IFTK for running the hostel for a period of 2 years from the date of executing the agreement.
- (20) One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
- (21) Incomplete quotations will not be considered.
- (22) IFTK reserves the right to accept or reject any quotation of any party/firm/person or to cancel the quotation process without any reason whatsoever.
- (23) Breaching of any of the conditions may attract cancellation of the contract for running the hostel
- (24) Conveyance arrangements from the hostel to IFTK and back have to be provided by the bidder for students
- (25) Any misleading information may lead to termination of contract

SCHEDULE: D

Sample Mess Menu

Day	Morning	Breakfast	Lunch & Dinner	Evening
Monday	Tea/ Coffee	Idli/Chattni/Sambar	Veg Meals	Tea/Coffee with Snack
Tuesday	Tea/ Coffee	Puttu+Curry+Banana	Fish Curry Meals	Tea/Coffee with Snack
Wednesday	Tea/ Coffee	Appam+Curry	Fish Curry Meals	Tea/Coffee with Snack
Thursday	Tea/ Coffee	Idiappam+Egg Curry	Fried rice/Biriyani + Chicken	Tea/Coffee with Snack
Friday	Tea/ Coffee	Uppumavu + Banana	Veg Meals + Payasam	Tea/Coffee with Snack
Saturday	Tea/ Coffee	Chappati/Poori/ Curry	Veg Meals	Tea/Coffee with Snack
Sunday	Tea/ Coffee	Dosa/Chattni/ Sambar	Fish Curry Meals	Tea/Coffee with Snack
<i>Food should be prepared in quality manner and should be served fresh and in hygienic condition. Food is liable to inspection by the authorities concerned.</i>				

SCHEDULE: E

PRE Qualification Criteria (Minimum Eligibility Criteria)

SN	Minimum Eligibility Criteria	Proof Attached (Yes/No)	Proof Attached at Page No.
01	Minimum five years of experience in catering		
02	Minimum three years of experience in running the hostel for girls students of Government of Kerala institution		
03	The bidder/agency should not be black listed / Debarred in past from the Union/State Government or Organization all over India. (Undertaking should be submitted certified by Notary public advocate as per - Annexure-1)		
04	Hostel should be run solely for IFTK students and no other students of any college shall be allowed to stay.		
05	Building / proposed hostel premises should not be more than 10 KMS distance (shortest route) from IFTK. Should have access to public transport frequently. (Copy of the agreement / ownership certificate has to be enclosed as proof.		
06	Accommodation facility for minimum 120 girls should be available in the identified hostel buildings. (Mandatory)		
07	Furniture availability 120 Cots, 120 Chairs Study table for 120 students Necessary Cupboards		

SCHEDULE: F

TECHNICAL BID DOCUMENT

SN	Descriptions	Information to be filled by the tendered (required separate sheets may be enclosed)
01	Name of the person / firm / party submitting the quotation with complete address and Phone Numbers (Copy of the ID Proof to be enclosed)	
02	Type of Organization (Whether proprietorship, partnership, private, limited, limited company)	
03	PAN Number Copy to be enclosed	
04	Total Years of Experience in catering (Enclose Proof)	
05	Total years of experience in running a hostel for government institution (Enclose Proof)	
06	Details of Tender Fee Write the amount, DD No, Bank Name and Date of DD	
07	Details of EMD Write the amount, DD No, Bank Name and Date of DD	
08	Signature of the bidder with date	

09	<p>List of major clients for past five years with contact address and nature of work like catering, hostel running etc. has to be mentioned.</p> <p>Specify the period of work carried out from starting date to end date.</p> <p>Copy of the certificate from the client has to be enclosed</p>	
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Undertaking

I hereby certify that all the information's furnished above are true to my knowledge. I have no objection to institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the scope of work, terms and conditions and very important note indicated in the tender document and hereby accept all the same completely

Name and Signature of the bidder

Mobile Number: (1) _____

Mobile Number: (2) _____

Place :

Date:

SCHEDULE: G

**TECHNICAL EVALUATION CRITERIA FOR HOSTEL
ACCOMMODATION OF GIRLS STUDENTS OF IFTK
(COMMITTEE VISIT)**

The institute appointed committee will visit the site and based on the visit performance the marks will be given

SN	Criteria	Excellent	Good	Average	Poor
		3.0	2.0	1.0	0
01	Ambience of Infrastructure				
02	Security features of the buildings				
03	Preparation of Food / Handling of Kitchen equipment				
04	Cleanliness of Kitchen				
05	Experience in catering (More than 10 years - 3.0 5 to 10 Years - 2.0, 3 to 5 years - 1.0 Less than 3 years - 0)				
06	Experience in running hostel (More than 4 years - 3.0 2 to 3 years - 2.0, 1 to 2 years - 1.0 Less than 1 year - 0)				
07	Distance of Buildings from IFTK (Less than 5 Kms - 3.0 5 to 7 Kms - 2.0, 7 to 8 Kms - 1.0 More than 8 kms - 0)				
08	Capacity to accommodate 120 students				
09	Amount Quoted				
Total Marks					

- 1) The committee will award the marks based on its findings of TECHNICAL EVALUATION CRITERIA during the visit and the merit list will be prepared accordingly

- 2) The committee will award the marks based on its findings during the visit and the merit list will be prepared accordingly.

Signature of the committee members

Member

Member

Member

Member

Member

Co- Chairman

Chairman

ANNEXURE-1

DECLARATION REGARDING WARNING /BLACKLISTING TAKING PART IN TENDER

(To be executed & attested by public Notary / Executive Magistrate on Rs. 100/ - non judicial Stamp paper by the Bidders /Tenderer)

I / We _____ (Bidders /Tenderer) hereby declare that the Bidders / tenderer / agency namely M/s./Mr. _____ has not been warned or blacklisted in the past by Union / State Government or private organization from taking part in Government tenders /private tenders in India and should not have any litigation in any of the labour courts.

Or

I / We _____ (Bidders /Tenderer) hereby declare that the firm / agency namely M/s. / Mr. _____ Was warned or blacklisted by Union / State Government or any Organization from taking part in Government tenders for a period of _____ Years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Principal, Institute of Fashion Technology Kerala, Vellimon West PO, Kollam and EMD / performance security shall be forfeited. In addition to the above, Principal, IFTK, Kollam will not be responsible to pay the bills for any completed/ partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name: _____

Address: _____

----- The End -----