



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (Divyangjan)**

(Department of Empowerment of Persons with Disability, Ministry of Social Justice & Empowerment, Govt. of India)  
**East coast Road, Muttukadu, Kovalam (post) Chennai-603 112**

Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com) Phone: 044-27472113, 27472046.

## **HIRING OF HOSTEL ACCOMMODATION** **IMPORTANT INFORMATION & SCHEDULE**

Name of Organization	National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/Sell)	<b>HIRING OF HOSTEL ACCOMMODATION</b>
Date of publication of Notice for Expression of Interest	15 <sup>th</sup> Feb 2023
Last date and time for EOI submission	Up to 05.00 PM on 10 <sup>th</sup> March 2023
Date & Time of Opening of Technical Bids	04.00 PM on 13 <sup>th</sup> March 2023
Date for issuing of Financial Bids	On shortlisting of properties
Date of Visit to Proposed Hostel Premises by Expert Committee	Will be intimated after technical Evaluation of EOI proposals
Tender Fee	NIL
Place of Submission of EOI	Purchase Department, Room No.113, 3 <sup>rd</sup> Floor, NIEPMD, East Coast Road, Muttukadu Kovalam (Post), Chennai – 603112 (Tamilnadu)
Bid Validity days (180/120/90/60/30)	60 Days
Address for Communication	Purchase Department, Room No.113, 3 <sup>rd</sup> Floor, NIEPMD, East Coast Road, Muttukadu Kovalam (Post), Chennai – 603112 (Tamilnadu)
Helpline No.	044-27472113 Extn 413
E-mail Address	<a href="mailto:asponiepmd@gmail.com">asponiepmd@gmail.com</a>

### **Important**

- **NO PRICE BIDS ARE TO BE SUBMITTED AT THIS STAGE.**
- **The qualifying criteria enumerated below are only indicative and not exhaustive.**
- **Tender enquiry will be issued to only those bidders whose properties would be shortlisted. NIEPMD decision for shortlisting the properties based on overall suitability for issuing the tender enquiry will be binding and final.**

## **Qualifying Criteria**

- Accommodation space within 15 Kilometer limits of NIEPMD, Muttukadu is required. The hostel is required to accommodate 2 or 3 students per room. Each room should be furnished with bed with mattress & bedsheet, pillow with pillow cover, tables, chairs, Almirah, Sufficient lights, Fans as per living strength of room.
- The accommodation space shall be in an area authorized by local authority for opening such lease. The owner would be required to obtain the necessary approvals, if any, from the local authorities for opening such lease.
- The accommodation space building shall have adequate fire protection system conforming to the latest building bye-laws.
- The accommodation space shall have adequate water and power supply provisions.
- The accommodation building shall have decent ambience and have a wide approach road with sufficient space for parking.
- The accommodation rooms space should be in accordance with UGC guidelines: Living Rooms: (a) Single occupancy 8-9 Sq. M. per student (b) Double occupancy 7.5 to 8 Sq. M. per student (c) Three occupancy 7 to 7.5 Sq. m. per student.
- The accommodation space shall have adequate number of toilets on all the offered floors for students.
- The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment, neat and clean.
- Ample number of bathrooms and toilets in must be in good condition and hygienic for required No. of students on Twin/ Triple sharing.
- The adequate size of room should be filled with SUFFICIENT tube light/LED light, fans and wardrobe.
- Electricity and Potable Water for drinking, bathing and cooking, must be available round the clock.
- All the sanitary and water supply installations connections must have been provided in the facility.
- Electrical installation and fittings like power plugs, switches, charging points etc. must be in place.
- The electricity, water supply and required furniture service shall be provided by the owner at his own cost & expenses.
- The Service provider/ Building owner must provide document of Sanctioned Electricity load.
- Wi-Fi facility to be provided 24x7 basis to hostellers by the owner at his own cost & expenses.
- Sufficient Washing Machines should be provided for washing of clothes by the owner at his own cost & expenses.
- All room should be provided with Television facility with DTH connection by the owner at his own cost & expenses.
- Regular and Potable drinking water and electricity should be available and necessary stand by arrangements would be provided for water & electricity supply.
- Food, Housekeeping and security services will provided by NIEPMD and vendor will not be responsible for these services.
- Per student hire charge will be preferred, however these conditions are negotiable and will be discussed with bidders after shortlisting of properties and at the time of issue of tender document for financial quote.

## **HIRING OF HOSTEL ACCOMMODATION** **TERMS & CONDITIONS**

1. National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is desirous of hiring suitable accommodation for Hostel for 85 Nos. (35 Boys + 50 Girls) of students located in and around NIEPMD, Muttukadu within 15 KM radius on entirely temporary basis for a period of One Year monthly rent basis and may be extended for 02 more years on early performance basis on same terms & conditions and on mutual understanding from both the parties. The hostel is required to accommodate 2-3 students per room.
2. No commercial activity other than the Hostel will be carried out on the leased premises.
3. Regular Potable water and electricity should be available and necessary stand by arrangements would be provided for water & electricity.
4. Selected party shall be required to execute a lease agreement containing detailed terms & conditions with NIEPMD, Muttukadu, Chennai, in accordance with the provisions of the law applicable.
5. Hostel accommodation offered must be free from all encumbrances, claims and legal disputes etc.
6. The electricity and water supply lines / connection shall be provided by the owner at his own cost and expenses.
7. The NIEPMD, Chennai 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 order.
8. The decision of the NIEPMD, Chennai will be final in case of any dispute arising in the implementation of the terms of the contract.
9. The Hostel accommodation should have been properly constructed as per the approved safety plans.
10. All property tax, all municipality tax, local taxes will be included in the rent. To Furnish details of such viz. Property tax, all Municipal Taxes and other Local Taxes being levied and paid in respect of the accommodation offered.
11. Clearance Safety certificate from Fire Department, Structure Safety Certificate from Building safety department in case of commercial building.
12. Proper Fire safety arrangements are mandatory. Fire NOC to be provided with Technical bid of EOI.
13. Any other salient aspect of the Hostel accommodation which the party may like to mention.

14. The agreement for hiring of hostel accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.

15. **SECURITY**: The selected party has to submit Performance Security @ 10% of the hired period value in form of a Bank Guarantee valid for one months after the expiry of the Lease Agreement period.

16. **PAYMENT**: NIEPMD, Muttukadu, Chennai will only be liable to pay fixed monthly charge inclusive of electricity and water supply etc. as per monthly rent agreed upon. Payment will be made through RTGS/NEFT month wise on submission of bill.

17. If Hostel accommodation capacity will be found not suitable accommodation for 85 Nos. (35 Boys + 50 Girls) students, then the rent will be paid only for actual student accommodation strength of Hostel accommodation and payment will be made on prorata basis based on rent mentioned above.

18. NIEPMD, Muttukadu, Chennai will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Hostel accommodation premises.

19. **PENALTY CLAUSE**: The NIEPMD, Muttukadu, Chennai reserves the right to check and inspect the Hostel premises on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the EOI/Agreement may impose penalty on the service provider / Hostel accommodation owner for those deficient services. The penalty will be decided by the expert committee of the NIEPMD and the decision will be binding on the service provider/ Hostel accommodation owner.

20. **TERMINATION**: The Agreement may be terminated by giving two months' notice by the either party to the Agreement. However, during such notice period the Hostel accommodation along with all ongoing facilities shall remain in the possession of NIEPMD, Chennai.

### **PREPRATION & SUBMISSION OF PROPOSALS**

1. The Applicants / Tenderers are advised to go through the tender documents and understand the requirement and terms and conditions specified therein before submitting the tender.

2. National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) invites Expression of Interest (EOI) for hiring of hostel accommodation for 85Nos. (35 Boys + 50 Girls) students located in and around NIEPMD, Muttukadu within 15 KM radius on Monthly Rental Basis. Separate accommodation to be provided for male and female students. No male member will be permitted inside the Girls Hostel under any circumstances.

3. Eligible and competent Service Providers, Building owners/Agencies are requested to submit their offer in prescribed application form under the standard formats prescribed in the Tender documents displayed as TECHNICAL BID Annexure: 1

4. NO PRICE BIDS ARE TO BE SUBMITTED AT THIS STAGE.

5. Tender enquiry will be issued to only those bidders whose properties would be shortlisted. NIEPMD decision for shortlisting the properties based on overall suitability for issuing the tender enquiry will be binding and final.

6. All the requisite information should be filled up in prescribed form and the filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.

7. **PREPARATION OF BIDS**: The offer/bid should be prepared in prescribed format. The technical bid should consist of all technical details along with commercial terms and conditions and sporting documents.

**Technical Bid**: Technical Bid should contain the following:

I. Technical Bid: Technical Bid should contain the company Profile on printed letter head of the Bidder's firm in prescribed TENDER FORM as TECHNICAL BID FOR PRE-QUALIFICATION in Annexure "I" along with all other required information /documents etc. Technical Bid shall contain papers regarding:

a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as Annexure-"I" duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the EOI.

b. Ownership document of the Hostel accommodation or Agreement Copy if the premise is on lease (Agreement should be valid on for tender period). Incase premise on lease than lessee should have the right to sublet the property to third party.

c. Fire safety certificate from fire safety department in case of commercial property.

d. Structural safety certificate from competent authority (Both in case it is a commercial building). (If available)

e. Document for sanctioned Electricity load. (If available)

f. Income Tax /PAN Registration Certificates

g. All other requisite documents in support of Bid

h. GST Certificate

i. Permission from local authority to utilize building for hostel purpose.

II. The envelopes containing the Technical bid, this outer envelope shall bear the submission address and "**BID FOR HIRING OF HOSTEL ACCOMMODATION FOR NIEPMD**". It will also mention the name of the Providers/ Building owners/Agencies with address.

9. The NIEPMD, Chennai shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This may be reason for rejection of the bid.

10. EOI duly filled in documents, complete in all respects should reach the to NIEPMD, Purchase Department Room No. 113 3<sup>rd</sup> Floor NIEPMD, Main Building NIEPMD, Muttukadu Kovalam Post Chennai – 603112 on or before 05.00PM on 10<sup>th</sup> March 2023.

9. Technical bids submitted by the bidders would be examined and their premises would be inspected by the NIEPMD purchase Committee.

**10. Tender enquiry for Financial Bids will be issued to only those bidders whose properties would be shortlisted. NIEPMD decision for shortlisting the properties based on overall suitability for issuing the tender enquiry will be binding and final.**

**ANNEXURE-I**

Tender Notice No.: NIEPMD/Pur4 (33A)/2021-22 Dated: 27<sup>th</sup> May 2021

**APPLICATION FORM**

**HIRING OF HOSTEL ACCOMMODATION FOR NIEPMD, CHENNAI**

Sl. No.	Requisite Information	Firms Response
1.	Name of The Service Provider(s)/ Building owner(s)/Agencies	
2.	Full Address of the Service Provider(s)/ Building owner(s)/ Agencies	
	Telephone /Mobile No.	
	E mail ID	
3.	PAN No. details	
4.	Legal Status of holding: 1. Hostel accommodation Proprietorship 2. Hostel accommodation Partnership 3. Hostel accommodation on Lease 4. Other, specify. (Attach the documentary proof )	
5.	Detail Location & Address of Building offered to be HOSTEL Premises	
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 Hostel Premises from NIEPMD Muttukadu Premises with layout and drawings of Hostel premises.	
8.	Road width (In Feet)/ Landmark where the accommodation is situated.	
9.	If Building is as hostel, attached Valid license	
10.	Have Lift provision in offered for Hostel accommodation?	
11.	Have Valid Electric Power in offered Building?	
12.	Have alternate provision of Eclectic supply in the offered for Hostel accommodation?	
13.	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.	
14.	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	
15.	Agreed to provide all amenities as per tender document?	
16.	Agreed to sign for a period of 04 months which may be extended for a further period if required?	
17.	Agreed to deposit security as specified?	
18.	Whether agrees to abide by the terms and conditions of the tender Document? In the event of award of the contract?	
19.	Name of Contract Person & Mobile No.	
20.	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/ contract and that NIEPMD, Muttukadu, Kovalam Chennai 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: .....