

**Tender for Expression of Interest (EOI) of Hiring of  
Accommodation for Camp Office (IIIT Ranchi)**



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, RANCHI**  
(An Institution of National Importance under MHRD, Govt. of India)  
**Science & Technology Campus, Khojatoli, Namkum**  
**Ranchi, Jharkhand. 834010**  
**Phone No.: 0657-237-4224**  
[www.iiitranchi.ac.in](http://www.iiitranchi.ac.in)

**EXPRESSION OF INTEREST NOTICE OF IIIT RANCHI**

Indian Institute of Information Technology Ranchi (IIITR) invites Expression of Interest (EOI) from eligible bidders for providing accommodation to be used as **Camp Office located in and around Khelgaon Residential Complex**, Ranchi on Monthly Rental Basis.

EOI Notification No.	<b>IIITR/PUR/2023-24/75</b> <b>Dt 20.05.2024</b>
Publishing Date of EOI	<b>20.05.2024</b>
Last Date of EOI Submission	<b>27.05.2024</b>
Address for communication	INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI JUT CAMPUS, SIRKHA TOLI NAMKUM, RANCHI-834010

Signature of the Owner  
(With Date)

**A. SCOPE OF WORK/SPECIFICATION OF CAMP OFFICE**

1. This tender is to invite offers from independent home owners of properties in Khelgaon Residential Complex and its surrounding areas for space of minimum 1600 sq. ft. to 2300 sq. ft. area for camp office purposes.
2. The location of premises offered should be within Ranchi Municipal Corporation Area.
3. The property must be situated in institutional/commercial area with congenial and proximity to public amenities.
4. All fixtures, electrical points, sanitary fittings, firefighting equipment, electrical fixtures such as switches, power points, proper earthing provisions for computers, A.C. (Split/Window) should be in operational stage at the time of lease/hire.
5. The owner will have to provide 24-hour power break up facility in the premises without any fluctuations.
6. The premises should be easily approachable with wide road and suitable parking space with garage facility and security personnel.
7. All mandatory clearances required should be available for the building and should have been properly constructed as per the approved safety plans.

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**B. SELECTION PROCESS**

1. An Evaluation Committee will examine and evaluate all the technical and financial bids submitted by the bidders/owners.
2. The Evaluation Committee will visit the **Camp Office** offered by the vendors/owners for visual examination of actual conditions, location, and approach road, parking areas etc.
3. Evaluation of the bids will be done as per the relative weightage assigned to each of the parameter.
  - a. Price bid/Rent per sq. feet (including taxes) by the bidders = 50%.
  - b. Rating of the Evaluation Committee constituted by IIIT Ranchi (as referred in section B, Clause 2 above) = 50%.

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### **C. GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

IIIT RANCHI intends to award the EOI from eligible bidders for providing accommodation to be used as **Camp Office** for IIIT Ranchi. EOI notice can also be downloaded from our website <https://iiitranchi.ac.in/> under the tender column. Contractors may apply via speed post/physical submission in a **single stage-bidding process** at IIIT Ranchi JUT Campus, Sirkha Toli Namkum, Ranchi-834010.

- 1) IIIT RANCHI has its Campus Building in (BSNL), Ranchi. The bidders/parties are required to provide proper place for **Camp Office** in and around Khelgaon Residential Complex. Bidders are advised to go through the Tender for EOI documents carefully before quoting the rates.
- 2) The tenderers are advised to visit the site, to familiarize themselves with the nature of job that must be executed and get all clarifications as necessary from IIIT RANCHI before quoting their rates.
- 3) Bidders will apply by speed post or through email ( [dr.fa@iiitranchi.ac.in](mailto:dr.fa@iiitranchi.ac.in)).
- 4) Bidders are required to fill the **Bidder's Respond and Price Bid** as per the prescribed format in the tender document.
- 5) The vendor should read the tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication.
- 6) Any lack of information shall not relieve the bidder of its responsibility to fulfill its obligations under the Bid.
- 7) Furnishing of wrong/ambiguous information in the bid document may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the bid document was given with a malafide/ fraudulent intent.
- 8) Entire EOI document duly signed & sealed in every page by the bidder/contractor, along with information shall be provided by the bidder.
- 9) The Agreement shall be signed for a period of ONE year which may be

- extended for further period on mutually agreed terms and conditions.
- 10) IIIT Ranchi will only be liable to pay fixed monthly charge, electricity charge based on consumption. Payment will be made by AC payee/cheque/NEFT on monthly basis on submission of bills and documents.
  - 11) No advance payment will be made.
  - 12) The monthly rent quoted should be inclusive of all taxes/charges excluding water and electricity charges or others, if any.
  - 13) Rates offered for lease out of building/ premise should be as per Carpet area in Sq.ft.
  - 14) Selected party may execute a lease agreement containing detailed terms & conditions with IIIT Ranchi, in accordance with the provisions of the law applicable, if required.
  - 15) The agreement may be terminated by either party by giving a one-month advance notice. However, during such notice period, the bungalow along with all ongoing facilities shall remain in the possession of IIIT Ranchi.
  - 16) Eligible bidders/Building owners are requested to submit their offer in the prescribed application form under a single bid system in the standard format prescribed in the Tender document.
  - 17) IIIT Ranchi reserves the right to check and inspect the premises on regular basis by the authorized officials. In case of any deficiency or deviation in services from the clauses mentioned in the EOI may impose penalty on the service provider / building owner for those deficient services. The penalty will be decided by the expert committee of the IIIT Ranchi and the decision will be binding on the service provider/ building.
  - 18) The decision of the IIIT Ranchi will be final. Dispute, if any, between the Bidders and the University shall be subject to the jurisdiction of Ranchi only.

**NOTE:** Bidders are requested to visit the site before the submission of bid. Any clarification regarding this should contact **Mr. M S Champia (Contact No 9431121255)** (Email Address: [dr.fa@iiitranchi.ac.in](mailto:dr.fa@iiitranchi.ac.in))

Signature of the Owner

(With Date)

**Bidder's Respond**  
**HIRING OF BUILDING FOR CAMP OFFICE FOR**  
**IIIT RANCHI**

SL.NO.	Requisite Information	Bidder's/Firms Response
1	Name of the Building/Property Owner	
2	Full Address of the Building/Property Owner	
3	Telephone/Mobile No	
4	Email Id	
5	Aadhar No	
6	PAN No	
7	Legal Status of holding: 1. Building Proprietorship 2. Building Partnership 3. Building on Lease 4. Other, specify. (Attach the documentary proof)	

8	Detail Location & Address of building offered to the Premises (in Capital)	
9	Total Area offered for rent: a. Total Carpet Area (in Sq. ft) b. Total Covered area/Plinth Area/Built Area (in Sq. ft)	
10	No. of Rooms and Hall and dimensions	
11	Size of rooms in sq. ft.	
12	Space for parking in sq. ft.	
13	Sanctioned load of electricity connection	
14	Distance of offered Premises from SAJHA Complex in Khelgaon Residential Complex	
15	Whether the premise has proper sanitary, ventilation arrangements	
16	Generator availability for emergency	
17	Security arrangement (firefighting/anti burglary device etc.)	
18	Quality and Year of construction of building	

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## Price Bid

<b>Area (in Square Feet) for Carpet Area</b>	<b>Rent Quoted per Square Feet (inclusive of all taxes) in Rs.</b>	<b>Total Monthly Rent (in figures) in Rs.</b>
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Note: All type of taxes whatsoever, shall be borne by the owner of the premises.

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