



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Tender No. MGCU/Tender/02/2023

Dated: 13th June 2023

TENDER DOCUMENT FOR HIRING OF BUILDINGS FOR MAHATMA GANDHI CENTRAL UNIVERSITY TO RUN ITS HOSTELS, ACADEMIC, AND ADMINISTRATIVE ACTIVITIES

1. The Mahatma Gandhi Central University, Bihar (*herein after referred as 'MGCU'*) invites bids from the legal owners/power of attorney holders of premises for hiring building for Boys and Girls hostel with accommodation for approximately 200 Boys & 200 Girls, and various Academic and Administrative Activities besides well secured compound within 10 km radius from the District Collectorate, Motihari. The lease period initially will be for a period of 02 (two) years.
2. Interested parties having clear title may submit their offers on the appropriate format which may be downloaded from the University Website www.mgcub.ac.in. The last date of receipt of tender complete in all respect is **4th July 2023 (Tuesday) [upto 5:00 PM]**.
3. Priority would be given to the premises belonging to Public Sector Units/Government Departments/Public Financial Institutions. The lease agreement format of Government of India will be strictly adhered to. Being a Central University, no security deposit/advance payment will be made for the purpose of hiring the premises. No brokerage will be paid.
4. The Date, Time, and Venue of opening of Technical Bid will be intimated separately. Therefore, the tenderers/bidders are advised to check the University Website regularly. Financial Bids of only those bidders whose technical offers are found valid, eligible, and acceptable shall be opened. The University reserves the right to reject any or all bids without assigning any reasons thereof.
5. **Terms & Conditions for Hostel, Academic and Administrative Buildings:**
 - 5.1 Mahatma Gandhi Central University is desirous of hiring suitable building to run its Boys and Girls Hostel and suitable building to run its Academic and Administrative activities in Motihari, District – East Champaran in the radius of 10 km from the District Collectorate, Motihari on entirely lease basis for a period of 02 (two) years which may be increase for another 02 (two) years following mutual agreement based on the past satisfactory performance.
 - 5.2 The building should be well ventilated and airy rooms with adequate number of

washrooms & toilets.

- 5.3 The building should have space for common room.
- 5.4 The building should be constructed as per the sanctioned/approved plan of the competent development authority. The building should be well maintained.
- 5.5 The premises should be in good locality and should be at either walking distance or well-connected by public transport from Railway Station/Bus Stand/National Highway/State Highway/Motorable Link Road, in safe and secure premises suitable for students/staff of university.
- 5.6 The building should be complete in all respect to be put to immediate use and the owner/owners of the premises will have to hand over the possession of premises within 02 (two) weeks after acceptance of their offer by the Mahatma Gandhi Central University. However, the handover time can be extended in appropriate case.
- 5.7 The interested agencies/owners with semi-finished structure capable to handover the building as per University's requirement and time schedule, may also apply. In such cases, the bidder has to provide a reasonable guarantee for meeting the quantity of built/unbuilt space as required by the University, quality of construction and deadline of handing over to MGCU. However, the rent shall be decided by Central Public Works Department (CPWD).
- 5.8 The building offered should also have adequate space for installation of Genset/UPS/Units of Split AC etc.
- 5.9 If the building offered has Power Back-up, electrical fixtures (light, fans etc.), ACs etc. installed, the bidder may quote the rates separately. However, if the rates quoted for these facilities are not found acceptable, the bidder should be ready to remove the same at their own cost.
- 5.10 Rates should be quoted in Indian Rupees only. Rates quoted in currencies other than Indian Rupee shall not be considered.
- 5.11 The rent proposed to be charged should be inclusive of all amenities but excluding taxes. The taxes that are to be levied should be mentioned separately.
- 5.12 Regular maintenance work like electricity, building, carpentry, and plumbing shall be arranged by the owner itself on his own cost. Emergency repair work if any pointed out by the University shall be carried out by the owner within 15 days failing which the same shall be done by the University and cost of it, shall be recovered by the means as decided by university.
- 5.13 Regular 24x7 water and electricity must be available. Stand by arrangements would be preferred for water & electricity. Water and electric meters for the premises should be exclusive for MGCU. Charges will be paid as per meter readings.
- 5.14 Selected party shall be required to sign a lease agreement containing detailed terms & conditions with MGCU, in accordance with the provisions of the law applicable. The Agreement shall be signed for a period of 02 (two) years initially which may be

extended further on mutually agreed terms and conditions on the satisfactory report of the University.

- 5.15 Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership/power of attorney of building, latest payment of all taxes, duties, dues, telephone, water, electricity charges etc. must be submitted along with this Tender document.
- 5.16 The MGCU may, at any time during the currency of the lease period make such structural alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable as mutually agreed upon.
- 5.17 All existing and future rates, taxes including property taxes, assessment charges and other out-going whatsoever of description in respect of the said premises, shall be payable by the owner thereof.
- 5.18 The electricity and water supply lines/connection shall be provided by the owner at his cost and expenses. However, the MGCU shall pay all running charges with respect to electric power, light and water charges of the said premises during the lease period on the basis of actual consumption.
- 5.19 Arrangements of sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the building.
- 5.20 Building with multiple stories should have internal passage.
- 5.21 The application should be accompanied by a **Demand Draft of Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty) only** on account of application **processing fee** in favour of **Mahatma Gandhi Central University**, payable at **Motihari, District – East Champaran, Bihar**.
- 5.22 Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD and final approval/sanction by the Mahatma Gandhi Central University.
- 5.23 The University reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application for issue of tender, the decision of competent authority will be final, and binding and the party shall not be entitled to any compensation whatsoever for no issue of tender.
- 5.24 All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his/her authorized power of attorney. Any other cutting, without use of white ink, should be duly initialled by the bidder. The MGCU reserves its right to reject the incomplete tender or in case information submitted is found to be incorrect.
- 5.25 In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
- 5.26 The bidders whose near relatives/blood relation are employed at MGCU need not

apply, and the same will not be considered.

- 5.27 The decision of the University will be final in case of any dispute arising in the implementation of the terms of the contract.

6. **Procedure for submission of Tender:**

- 6.1 The tender document for hiring Hostel buildings, Academic and Administrative Buildings should be applied separately.
- 6.2 Both the bids (Technical and Financial) duly signed by Owner, or his Authorised Signatory, should be sealed in two separate envelopes as described below:
- A. **ENVELOPE 1: containing Technical Bid in ANNEXURE – I duly completed in all respects along with all relevant documents and Demand Draft towards requisite fee as mentioned at Para 5.21 above separately.**
- B. **ENVELOPE 2: containing the Financial Bid in ANNEXURE – II showing rates, financial terms, and conditions etc.**
- 6.3 Both the said Envelopes should be superscribed in bold letters with the statements “TECHNICAL BID FOR HIRING OF BUILDING FOR HOSTEL or ACADEMIC & ADMINISTRATIVE BUILDING, MGCU, BIHAR” AND “FINANCIAL BID FOR HIRING OF BUILDING FOR HOSTEL or ACADEMIC & ADMINISTRATIVE BUILDING, MGCU, BIHAR” as the case may be submitted separately.
- 6.4 Finally, the above-mentioned two envelopes should be sealed in a single cover, superscribed as ‘**BID FOR HIRING OF BUILDING FOR HOSTEL or ACADEMIC & ADMINISTRATIVE BUILDING, MGCU, BIHAR**’, as case may be; Name and Mobile Number of the interested party; and shall be submitted by Regd./Speed Post/ Courier only at the following address on or before the given date **4th July 2023 (Tuesday) [upto 05:00 PM]**:

**Mahatma Gandhi Central University
Dr Ambedkar Administrative Building
Near OP Thana, Raghunathpur, Motihari – 845 401
District – East Champaran, Bihar (INDIA)**

NOTE: Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

- 6.5 Technical Bid should contain the details required, as per proforma at **ANNEXURE – I** and Financial Bid should contain details, as per proforma at **ANNEXURE-II**.
- 6.6 Bids not submitted, as per above proforma will be summarily rejected.
- 6.7 Technical Bid should be accompanied with the documents, as per **ANNEXURE – I**, without which the tender will be considered incomplete and hence, summarily rejected.
- 6.8 The Technical Bid should be accompanied by a copy of this Tender Document with

each page duly signed by the authorised signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied with a duly signed copy of the Tender Document will not be considered.

- 6.9 For any pre-bid submission queries, the prospective bidders may contact OSD (Administration), Mahatma Gandhi Central University, Bihar, during office hours, on following address:

**Mahatma Gandhi Central University
Dr Ambedkar Administrative Building
Near OP Thana Raghunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)**

- 6.10 Queries, if any, raised by university, after opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through email and confirmed through a formal letter, duly signed by the authorized signatory.
- 6.11 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

7. Procedure for Opening of Tender:

- 7.1 While opening the tenders, the envelopes containing technical bids and requisite fee shall be opened first and acceptance of the tender according to the specified clause will be ascertained by the Technical Bid Opening Committee. The Technical Bids will be opened on 6th July 2023 (Thursday) at 03:00 PM onwards.
- 7.2 A Site Selection Committee constituted by the university shall visit the building(s) offered by bidders (*who found to be qualified in the technical bid*) and will submit its final recommendation to the competent authority of the university taking into consideration the suitability of premises offered as per the present and future need of the university.
- 7.3 The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are technically qualified and short-listed by the Site Selection Committee as per the requirements of the university.

Important Note: Financial Bids of such technically qualified bidders (*who were not short-listed by the Site Selection Committee as per the requirements of the university*) will not (NOT) be opened.

- 7.4 The bidders, if they so desire, can depute their representatives for opening of Bids.

8. Final Selection/Evaluation:

- 8.1 The final selection/evaluation of the building(s) will be done by the competent authority of the university on the recommendation of the Site Selection Committee, taking into consideration the suitability of the premises, and present & future

requirements of the university.

8.2 Finalization of rent is subject to certification by the CPWD and final approval of the competent authority of the university. The assessment of reasonable rent is done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate. The negotiation of the final rent with the selected bidder will be done by the university after receipt of Fair Rent Certificate from the CPWD.

8.3 **The monthly rent of the building(s) shall be finalized as per the rate quoted by the bidder in its Financial Bid or rate assessed by the CPWD, whichever is less.**

9. Insurance:

At all times during the currency of the lease period, it shall be responsibility of the owner of the building to obtain insurance coverage in line with standard industry practice, including cover for fire, theft, and natural calamities.

10. Commencement & Termination:

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

10.2 The agreement may be terminated by giving three months' notice by the MGCU. However, during such notice period the buildings shall remain in the possession of MGCU.

11. Indemnification:

The party(ies) shall keep the MGCU indemnified against all claims/litigation in respect of the buildings/accommodation so hired by MGCU, whatsoever.

12. Terms of Payment:

12.1 The rent charges shall be paid at the fixed rate at the end of each month or as per the lease agreement entered into with the party on the terms & conditions mutually agreed upon. Advance payments shall not be ordinarily made unless specifically agreed upon or allowed by the Vice-Chancellor, MGCU.

12.2 Payments of rent will be made on monthly basis subject to deduction of the tax at source (TDS) and/or any other statutory charges as applicable from time to time.

13. Miscellaneous:

13.1 The offer shall be valid up to 180 days after the closing date of tender.

13.2 The University shall be under no obligation to accept the lowest quotation.

- 13.3 Non-fulfilment of any of the above terms shall result in rejection of Bid.
- 13.4 In case the date of opening of tender is declared as Public Holiday, the tender shall be opened on the next working day at the same time.
- 13.5 In case of any dispute, suite or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court Motihari and High Court at Patna.
- 13.6 The University reserves the right to reject all or any tender without assigning any reason thereof.

OSD (Administration)
Mahatma Gandhi Central University

TECHNICAL BID
HIRING OF BUILDING FOR MGCU BIHAR indemnified

1.	Name of the person/party holding title to the property	:	
2.	Nationality of Owner	:	
3.	Full postal address of property	:	
4.	Email ID, Mobile, with STD code	:	
5.	Age of the Building (Year of Construction)	:	
6.	Description of built-up area in Sq. Ft		
	i. Plinth Area Offered	:	
	ii. No. of Rooms with area of each room	:	
	a) Ground Floor	:	
	b) First Floor	:	
	c) Second Floor	:	
	d) Third Floor	:	
	e) Fourth Floor	:	

7.	Distance (in KM) from	:	Railway Station: Bus Stand:
8.	Essential/Documents to be furnished		
i.	Copy of the title deed of the property	:	
ii.	Copy of building plan duly approved by local government body	:	
iii.	Particulars of completion certificate, year of construction, age of the building etc. <i>(Enclose attested/self-certified copy of completion certificate issued by Competent Authority)</i>	:	
iv.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like <i>(Enclose copy of Affidavit from owner or Power of Attorney holder)</i>	:	
9.	Please Indicate:		
i.	Whether it is an independent building for exclusive use of MGCU or otherwise <i>(Details may be clearly illustrated & stated)</i>	:	Yes / No
ii.	General amenities:		
	No. of Rooms (in Sq. Ft.)	:	
	No. of Rooms with attached toilets <i>(please state whether Indian or WC used)</i>	:	
	No. of Toilets in the building <i>(separately for ladies and gents)</i> floor-wise.	:	
	No. of Conference Rooms (in Sq. Ft.)	:	
	No. of Seminar Halls with area (in Sq. Ft.)	:	
iii.	Available Parking Space for MGCU only (Sq. Ft.)	:	

iv.	Whether proposed building is free from all encumbrances, claims, litigations	:	
v.	Whether proposed building is ready to occupy?	:	
vi.	Whether the electric wiring is certified by the Bihar State Electricity Board (BSEB) for safety standards.	:	
vii.	Whether all Govt. dues (property) taxes, electricity, telephone, water bills are paid up as on date of application (<i>documentary proof should be provided</i>)	:	
viii.	Whether the landlord of the building is a near relative or any of the personnel of MGCU?	:	
ix.	Whether the owner of the building is agreeable to Monthly rent as determined and fixed by Competent Government Authority viz. CPWD.	:	
x.	Are there any items or special services 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 against	:	
xi.	Sanctioned Electricity Load (Pl also state whether you agree to get the load increased, if required)	:	
xii.	a) Details of Power Back-up facility / Generator with capacity	:	
	b) Arrangements of regular repairs and maintenance of such Power Back up facility	:	
xiii.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (<i>Copy of certificate to be enclosed</i>)	:	
xiv.	Provisions of regular repairs and maintenance and special repairs, if any of the building	:	
xv.	Whether reception room/attendant available	:	
xvi.	Availability of Shelter/Booth for Security Guards	:	

	xvii.	Any Other information which the intending party wishes to furnish :	
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Declaration:

- (i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the tender documents and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the University may wish to take.
- (iii) I agree to receive monthly rent as determined by the competent Govt. Authority in respect of above building and I agree to abide by all the terms and conditions that may be specified in this regard.

**Signature of the Legal Owner/
Power of Attorney Holder**
(Delete as inapplicable)

(Name in Block Letters)
(Designation and Seal where applicable)

FINANCIAL BID
HIRING OF BUILDING FOR MGCU BIHAR

1. Name:
2. Address (Office & Residence):
3. Telephone & Mobile No.:
4. E-mail ID:
5. Address of Property offered:

Sl. No.	Purpose of the Building	Total Monthly Rent (in Rs.)
1.	Hostel	In Figures (Rs.): _____ In Words (Rs.): _____
2.	Administration/Academic	In Figures (Rs.): _____ In Words (Rs.): _____

NOTE:

- a. The Financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily.
- b. Quote should be covering all taxes and duties. This shall be the amount payable by the University monthly as rent.
- c. The rates quoted shall remain firm throughout the tenure of the contract and no revision is permissible for any reason except in accordance with the terms of the Standard Lease Agreement.
- d. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in figures and words, the amount in words shall prevail.

**Signature of the Legal Owner/
Power of Attorney Holder**
(Delete as inapplicable)

(Name in Block Letters)
(Designation and Seal where applicable)