

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)  
FOR HIRING OF BUILDING FOR ACCOMMODATION FOR  
STAFF/FACULTIES OF NIFT AT PANCHKULA**

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,  
PANCHKULA**

**OPEN TENDER NOTICE**  
**(Expression of Interest (EOI))**

**HIRING OF BUILDING FOR ACCOMMODATION**

National Institute of Fashion Technology, Sector 23 Panchkula invites Expression of Interest (EOI) for hiring of building for **2 /3BHK** accommodation for Staff/Faculties **located in and around NIFT Panchkula within 05 KM radius on Monthly Rental Basis.**

Eligible and competent Service Providers/ Building owners/Agencies are requested to submit their offer in prescribed application form under two bid systems. The application form along with other EOI details & document can be downloaded from the NIFT Panchkula website **<https://nift.ac.in/panchkula/tenders>** OR can be obtained from the office of the Joint Director, NIFT Panchkula addressed at , Sector 23, Panchkula in person on any working day after publication of this notice.

EOI duly filled in documents, complete in all respects should NIFT Panchkula addressed to Director, NIFT Panchkula, Sector 23, Panchkula, Haryana -134116 Last date for submission of Tender (EOI) is 01/03/2023 up to 11.00 a.m. and received tender will be opened at 11.30a.m. on same day in the presence of the tenderers or their representatives, if they so desire, at NIFT Panchkula

Joint Director

Copt To:

1. Institute Notice Board
2. Institute web site

# **NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PANCHKULA**

Tender Notice No.NIFT-PAN/Admin/16/2023. Dated: 09.02.2023

## **HIRING OF BUILDING FOR ACCOMMODATION**

### **IMPORTANT INFORMATION & SCHEDULE**

Name of Organization	National Institute of Fashion Technology, Panchkula
Tender Type (Open/Limited/EOI/ Auction/Single)	Open
TenderCategory (Services/Goods/ works)	Service
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/Sell )	<b>HIRING OF BUILDING FOR ACCOMMODATION</b>
Date of publication of Notice for Expression of Interest	09/02/2023 (11:00 Hrs)
Last date and time for Bid submission	01/03/2023 (11:00 Hrs)
No. of Covers (Two Bid System)	02
Date & Time of Opening of Technical Bids	01/03/2023 (11:30 Hrs)
Date of Visit to Proposed Premises by Expert Committee	01/03/2023  (15:00 Hrs)
Date for opening of Financial Bids	02/03/2023  (11:00 Hrs)
Tender Fee	Rs. NIL
Place of Submission of EOI	Director, NIFT Panchkula Address: NIFT Campus, Sector 23 Panchkula- 134116
Bid Validity days (180/120/90/60/30)	90 days (From date of opening of tender)

Address for Communication	Director, NIFT Panchkula Address: NIFT Campus, Sector 23 Panchkula-134116
Helpline No.	7831938963
E-mail Address	admin.panchkula@nift.ac.in

# **NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PANCHKULA**

Tender Notice No.NIFT-PAN/Admin/16/2023. Dated: 09.02.2023

## **HIRING OF ACCOMMODATION FOR RESIDENTIAL PURPOSE**

### **ESSENTIAL FEATURES OF REQUIRED ACCOMMODATION**

1. The capacity of Building should be 2BHK/3BHK Apartment
2. The distance between NIFT Campus and hiring building should be within 05 KM.
3. The accommodation is required to accommodate Faculty/Staff member of NIFT.
4. The accommodation should have well ventilated rooms with habitable condition, hygienic environment.
5. Ample number of bathrooms and toilets and they must be in good condition and hygienic.
6. The size of room should be adequate, filled with SUFFICIENT tube light/LED light, fans and wardrobe.
7. Electricity and Potable Water for drinking, bathing and cooking, must be available round the clock.
8. All the sanitary and water supply installations connections must have been provided in the facility. Should have RO/Water filter for clean drinking water
9. Electrical installation and fittings like power plugs, switches, charging points etc must be in place.
10. In emergency, power backup / generator facility may be available.
11. The electricity & water supply service shall be provided by the owner at his own cost & expenses. However, the **NIFT Panchkula** 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.
12. The Service provider/ Building owner must provide document of Sanctioned Electricity load.
13. There should be Geyser in the Washrooms.

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Dated: 09.02.2023

## **HIRING OF BUILDING FOR ACCOMMODATION**

### **TERMS & CONDITIONS**

1. National Institute of Fashion Technology, Sector 23Panchkula is desirous of hiring suitable Buildings / accommodation for Faculty/Staff Members of NIFT in area located in and around NIFT Panchkula within 10 KM radius on entirely temporary basis initially for a period of One year on monthly rent basis. The building is required to accommodate 2 Beds per room.
2. No commercial activity other than the residence will be carried out on the leased premises.
3. Regular Potable water and electricity should be available and necessary standby arrangements would be provided for water & electricity.
4. Selected party shall be required to execute a lease agreement containing detailed terms & conditions with **NIFT Panchkula**, in accordance with the provisions of the law applicable.
5. The Agreement shall be signed for a period of ONE year which may be extended for a further period on mutually agreed terms and conditions for maximum period of 03 Years. The rent may be increased by 5% every year subject to mutual agreement. Building 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. However, the **NIFT Panchkula** 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.
7. Building should be preferably three storey including ground floor, if more than 3 stories then lift must be available in working condition with all the safety features and with Safety Certificate
8. The **NIFT Panchkula** 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.
9. The decision of the NIFT Panchkula will be final in case of any dispute arising in the implementation of the terms of the contract.
10. Service Maintenance charge should be mentioned, if any. NIFT Panchkula will not pay any Holding Tax or dues for hired building.

11. The building should have been properly constructed as per the approved safety plans.
12. 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.
13. Clearance Safety certificate from Fire Department, Structure Safety Certificate from Building safety department in case of commercial building.
14. Proper Fire safety arrangements are mandatory.
15. Any other salient aspect of the building which the party may like to mention.
16. The agreement for hiring of buildings/accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
17. **PAYMANT:** NIFT Panchkula will only be liable to pay fixed monthly charge, electricity and water supply on the basis of actual consumption and fixed monthly Service Maintenance charge if any. Payment will be made by cheque/RTGS/NEFT month wise on submission of bill. The rent will be paid by 07th of the concerned month. For example by 07th of July for July month and 07th of August for August Month.
18. NIFT Panchkula will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises. However minor maintenance will be carried out by NIFT
19. **TERMINATION:** The Agreement may be terminated by giving three months' notice by the either party to the Agreement. However, during such notice period the buildings/accommodation along with all ongoing facilities shall remain in the possession of NIFT Panchkula.

# **NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PANCHKULA**

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Dated: 09.02.2023

## **HIRING OF BUILDING FOR ACCOMMODATION**

### **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 of Fashion Technology, Sector 23Panchkula invites Expression of Interest (EOI) **under two bid systems** for hiring of building for 2BHK/3BHK accommodation located in and around NIFT Panchkula within 05 KM radius on Monthly Rental Basis.
3. Eligible and competent Service Providers, building owners/Agencies are requested to submit their offer in prescribed application form under two bid systems in the standard formats prescribed in the Tender documents, displayed as **TECHNICAL BID** Annexure: 1 & **FINANCIAL BID** as Annexure :2
4. The tender documents can be downloaded from the NIFT Panchkula website **<https://nift.ac.in/panchkula/tenders>** OR can be obtained from the office of the Joint Director, NIFT Panchkula addressed at NIFT Campus, Sector 23, Panchkula in person on any working day after publication of this notice.
5. 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.
6. **PREPRATION OF BIDS:** The offer/bid should be prepared in two bid systems (i.e.) in prescribed format as technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions and sporting documents. Financial bid should indicate only price.

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 ANNEXER "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 building Or Agreement Copy if the premise is on lease.
- c. Fire safety certificate from fire safety department.
- d. Structural safety certificate from competent authority (Both in case it is a commercial building).
- e. Document for sanctioned Electricity load.
- f. Income Tax /PAN Registration Certificates
- g. All other requisite documents in support of Bid

**II. Financial Bid:** Financial bid should contain Providers/ Building owners/Agencies name and **monthly Rental** including all charges to be quoted by bidder. The Financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The Financial has to be submitted in the format as prescribed TENDER FORM as FINANCIAL BID **ANNEXURE "II"**.

III. These envelopes should be securely sealed separately and clearly marked as "Envelope No:1–Technical Bid" and "Envelope No:2– Financial Bid" respectively.

IV. The envelopes containing the technical bid, financial bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and **"BID FOR HIRING OF BUILDING FOR ACCOMMODATION FOR NIFT PANCHKULA"**. It will also mention the name of the Providers/ Building owners/Agencies with address.

7. The NIFT Panchkula 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. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.

8. EOI duly filled in documents, complete in all respects should reach the office of the Director, National Institute of Fashion Technology, NIFT Campus, Sector 23, Panchkula, Haryana -134116. Last date for submission of Tender (EOI) is 01/03/2023 up to 11.00 A.M. and received tender will be opened at 11.30

A.M on same day in the presence of the tenderers or their representatives, if they so desire, at NIFT Panchkula

9. Technical bids submitted by the bidders would be examined and their premises would be inspected by the expert committee constituted by the NIFT Panchkula

10. The financial bids of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the Accommodation.

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## APPLICATION FORM

**HIRING OF BUILDING FOR ACCOMMODATION FOR NIFT Panchkula**

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.Building Proprietorship 2.Building Partnership 3.Building on Lease 4. Other, specify. (Attach the documentary proof )	
5	Detail Location & Address of Building	..... ..... ..... .....
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 Premises	

	from NIFT Panchkula Premises with layout and drawings of premises.	
8	Road width (In Feet)/ Landmark where the accommodation is situated.	
9	If Building is already functioning as residence	
10	Have provision offered Lift Building? g?	
11	Have Valid Electric Power in offered Building?	
12	Have alternate provision of Electric supply in the offered Building?	
13	Are there any 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.	1. .... 2. .... 3. .... 4. ....
14	Attach the Following documents: 1. Ownership Documents 2. Building approved Drawings 3. No of Fire Extinguishers installed 4. Sanctioned Load from respective Authorities	..... ..... ..... ..... .....

		.....
1 5 .	Agreed to provide all amenities as per tender document?	
1 6 .	Agreed to sign for a period of ONE year which may be extended for a further period of 03 years?	
1 7 .	Agreed to deposit security as specified?	
1 8 .	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.	Details of Bank :	Name of Bank: _____ _____ Account No. : _____ _____ Account Holder _____ _____ IFSC Code : _____ _____ MICR Code : _____ _____
21.	Payment Terms agreed as Specified in tender documents.	
22.	Is Furniture provided with the Building, If yes attached details of Furniture provided along with Building.	

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 NIFT Panchkula 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: .....

**ANNEXURE-II**

Tender Notice No.: \_\_\_\_\_ Dated: \_\_\_\_\_

**FINANCIAL BID**

**HIRING OF BUILDING FOR ACCOMMODATION FOR NIET PANCHKULA**

Sl.No.	Description of Charges	Amount (Rs)
1.	Rent of premises for for One month	In Figures (Rs):..... In Words (Rs.).....
2.	Rate of Electric Charge in Unit	In Figures (Rs):..... In Words (Rs.).....
3.	Rate of Water Charge Monthly	In Figures (Rs):..... In Words (Rs.).....
4.	Service Maintenance charges Monthly	In Figures (Rs):..... In Words (Rs.).....
5.	Charges for Furniture if any	In Figures (Rs):..... In Words (Rs.).....

(Signature of the authorized Signatory)

Name of signatory: .....

Name of the Service Provider(s)/

Building owner(s)/Agencies : .....

Date:.....

Place: .....