

## Tender Document

STATE INSTITUTE OF HOTEL MANAGEMENT BALANGIR  
TITILAGARH ROAD, BALANGIR-767001  
PH.NO.06652-230730

NOTICE INVITING TENDER FOR HIRING OF BUILDINGS FOR HOSTELS

Tender No:-

Issued:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost of Tender Form: Rs.500/- and is payable by way of DD in favour of  
**Principal, State Institute of Hotel Management, Balangir**

**Last date of issue of Tender Form** :

**Last date for submission of Tender** :

**Date of opening of Tender** :

Tender complete in all respects must be submitted in sealed envelope which must be either delivered by hand or sent by registered mail/post to the Institute at the address mentioned below so as to reach not later than 25/08/2017 on 3.00 P.M. The Institute is no case will be held responsible for late delivery or loss of the documents so mailed.

Principal  
Office of State Institute of Hotel Management, Balangir  
At - Panthanivas, Room No.307  
Lewis Road, In front of BJB College  
Bhubaneswar - 14

The tender should be submitted in accordance with the procedure detailed herein. The documents should be enclosed in separate envelope of appropriate size each of which should be sealed.

1. Envelope No.1 should contain following documents:
  - i- Covering letter
  - ii- Information in Annexure I and II duly signed and stamped
  - iii- Requisite Fee
2. Envelop No.2 should contain Envelope No.1

The Envelope No.2 should be addressed to the Institute at the above mentioned address, and should clearly mention "Tender for Hiring of Building for Hostel", Tender Number and Dated. The Inner envelope should also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late". If the outer envelope is not sealed and marked as required, the Institute will assume no responsibility for the bid's misplacement or premature opening.

## **Terms & Conditions**

1. State Institute of Hotel Management Balangir is desirous of hiring suitable Buildings/accommodation for Hostel in and around Balangir town on entirely temporary basis for a period of one year. The hostel buildings are required to accommodate minimum 50 & maximum 200 students of the Institute.
2. The buildings/flats should have well ventilated and airy rooms with adequate number of wash rooms & toilets.
3. The building should have suitable provision of kitchen & dining hall and space for common room.
4. The building should have common area for providing washing and ironing facilities.
5. The building should be complete in every respect to be put to immediate use.
6. Repair work, if any pointed out by the Institute shall be carried out by the owner within 15 days failing which the same shall be done by the Institute and cost of it, up to ceiling of one month's rent, shall be recovered out of the rent payable in the next month.

7. The application should be accompanied by a Demand Draft of Rs.500/- on account of application processing fee in favour of Principal, State Institute of Hotel Management, Balangir payable at Balangir.
8. The Building should be ideally located in Bhubaneswar Municipal area; should have proper approach from National Highway/State Highway/Motorable link road, in safe and secure premises suitable for hostel.
9. Regular water and electricity must be available. Stand by arrangements would be preferred for water & electricity. Water and electric metres for the premises should be exclusive for SIHM Balangir. Charges will be paid as per meter readings.
10. Selected party shall be required to sign a lease agreement containing detailed terms & conditions with SIHM Balangir in accordance with the provisions of the law applicable. 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 on the satisfactory report of the Principal SIHM Balangir.
11. Buildings offered must be free from all encumbrances, claims and legal disputes etc. documentary proof of ownership of building, payment of all taxes, duties, dues telephone, water electricity charges etc. must be submitted as applicable along with this Tender document.
12. The parties may furnish complete details in the application from attached with this document (Annexure-I).
13. 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.
14. The electricity and water, supply lines/connection shall be provided by the owner at his cost and expenses. However, the SIHM Balangir 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. (if any)
15. Building with multiple stories should have internal passage.
16. The Institute 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.
17. The Tenderers whose near relatives/blood relation are employed at SIHM Balangir need not apply, and the same will not be considered.
18. The decision of the Institute will be final in case of any dispute arising in the implementation of the terms of the contract.
19. 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.
20. Adequate Bed with/without mattresses may be provided in each room as per capacity – charges of which may be included in the rent for the room/building.
21. Daily cleaning of rooms, toilets, other areas including surrounding is to be carried out by the owner appointed personnel's.
22. Interested firms/building owners can supply food in packets/carriers to the inmates (to be quoted separately).

### **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.

## **Commencement & Termination**

1. The agreement for hiring of buildings/accommodation shall come into force once taken possession after it is executed and shall remain in force for the period agreed upon.
2. The agreement may be terminated by giving two months' notice by the SIHM Balangir. However, during such notice period the buildings/accommodation shall remain in the possession of SIHM Balangir.

## **Indemnification**

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

## **Terms of payment**

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 Principal SIHM Balangir.
2. The monthly payment of rent shall be subject to deduction of taxes as per rules.
3. The SIHM Balangir may, at anytime during the currency of the lease period make such structural alteration to the existing building such as partitions, office fixtures and fitting as may be easily removable and mutually agreed upon.

**ANNEXURE-I**

**APPLICATION FORM**

1.	Name of the person/party bolding title to the property		
2.	Full postal address of property		
3.	Email ID, Mobile, with STD Code		
4.	Description of built-up area in Sq.Ft		
	i. No. of single bedded rooms with area of each room		
	ii. No. Of double bedded rooms with area of each room		
	(a) Ground Floor		
	(b) First Floor		
	(c) Second Floor		
	(d) Third Floor		
5.	Distance (in Km) from Office of State Institute of Hotel Management, Balangir, <b>Bhubaneswar Address:- Panthanivas, Room No.307, Lewis Road, In front of BJB College, Bhubaneswar</b>		
6.	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/stage of construction, 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>		
7.	Please Indicate		Yes/NO
	i. Whether it is an independent building for exclusive use of SIHM Balangir or otherwise <i>(details may be clearly illustrated &amp; stated)</i>		
	ii. General amenities:		

		No. Of attached Bath Rooms available (with attached toilet) (please state whether Indian or WC used)		
		Facility & provision of Kitchen & Mess for occupant		
		Common Room Facility (TV Room with seating capacity be stated)		
	iii.	Availability of parking space in Sq.Ft/Mtr		
	iv.	Whether proposed building is free from all encumbrances, claims, litigations		
	v.	Whether proposed building is ready to occupy? If not when		
	vi.	Whether the electric wiring is certified by the Odisha State Power Supply Corporation Ltd. for safety standards.		
	vii.	Whether all Govt. dues (property taxes, electricity, telephone, water bills as applicable are paid up as on date of application ( documentary proof should be provided)		
	viii.	Whether the landlord of the building is a near relative or any of the personnel of SIHM Balangir?		
	ix.	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.		
	x	(a) Details of Power Back-up facility/Generator with capacity		
		(b) Arrangements of regular repairs and maintenance of such Power Back-up facility		
	xi.	Details Fire Safety Mechanism along with particulars of Fire Department Certificate ( Copy of certificate to be enclosed)		
	xii.	Provisions of regular repairs and maintenance and special repairs, if any of the building.		
	xiii.	Whether reception room/attendant rooms available		
	xiv.	Availability of Shelter/post for Security Guards		
	xv.	Other information which the intending party wishes to furnish		

## ANNEXURE- II

### Requirements of the Hostel Rooms

We need total 50-200 students to be accommodated in 2/3/4 bedroom flats/buildings with all rooms having attached bathrooms and toilets. Quotes for each category of flats may be given separately.

A. Common Room Facility Requirements:-

A common room for general gathering is required.

B. Dining Facilities

**Space for dining and kitchen**

1. Dining space: A Big Hall with 60 seating capacity for dining at any point of time.
2. Utensil Cleaning Space: There should be separate utensil cleaning space with proper drainage system.
3. Wash basins:
4. Pure drinking water facility.

C. Other Facilities: (Quote separately for each of the sub-items below)

1. Housekeeping (cleaning rooms, corridors and other common areas of the apartments)
2. Electrical back-up system (Generator set)

D. Other Conditions

1. No Objection for taking the services of outside party to provide catering to the students in the predefined area for dining purpose (the space as mentioned in item D). This will be decided through a tendering process latter.
2. In all the apartments excluding the apartment with facilities for Dining Hall & Kitchen (As mentioned above in item C) must not have any kitchen equipment.
3. All electrical, plumbing, furniture (those provided by the owner), building maintenance, will be taken care of by the Owner.
4. All charges towards society will be borne by the owner.
5. Single point contract to be signed with the owner.

**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 Institute may wish to take.

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

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

Interested parties should return the complete expression of interest document, including Annexure-I & II, duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents should be sealed in an envelope superscripted **“Tender for Hiring of Building for Hostel”**.

**SIHM Balangir**