



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**

Autonomous institution under MOE, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi Para Kalyani -741235,

West Bengal, Tel: 033 2582 2240, website : [www.iiitkalyani.ac.in](http://www.iiitkalyani.ac.in)

**TENDER DOCUMENT**

**FOR**

**HIRING OF BUILDING FOR HOSTEL OF THE INSTITUTE**

**Tender No. IIITK/Tender/25-26/02    Date:- 23-07-2025**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING OF BUILDING FOR  
HOSTEL ACCOMMODATION FOR STUDENTS AT KALYANI**

Indian Institute of Information Technology, Kalyani invites Expression of Interest (EOI) for hiring of building for hostel accommodation for its students. The building should be located in and around IIIT Kalyani, within 3 KM radius (preferably) from IIIT Kalyani and will be hired on monthly rental basis.

Eligible and competent building owners are requested to submit their offer in prescribed application form under two-bid system.

Duly filled in EOI documents, complete in all respect, should reach the office of “The Registrar, IIIT Kalyani, Webel IT Park, Opposite of Kalyani Water Treatment Plant, Block B, Kalyani, Nadia, W.B. – 741235.”

**Last date for submission of Tender (EOI) is 01/08/2025 up to 03.00 P.M.**

**ESSENTIAL FEATURES OF REQUIRED ACCOMMODATION**

1. Building to be hired – with a capacity for accommodation of 100 - 150 students.
2. The building should be used exclusively for the hostel accommodation of IIIT Kalyani. No part of the building could be used for any other purpose, what so ever, including the residence of owner/others.
3. Each room should preferably accommodate 2 to 3 students.
4. The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment, neat and clean.
5. Ample number of washbasins, bathrooms and toilets in good and hygienic condition be available in the building for the students.
6. The rooms should be of adequate size with sufficient tube lights/LED lights and fans.
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.
9. Electrical installation and fittings like power plugs, switches, charging points etc. must be in place.
10. The building should have suitable provision and adequate space for running Mess and dining for at least 100 students at a time.
11. The Service provider/ Building owner must provide document of Sanctioned Electricity load.
12. Selected party shall be required to execute a lease agreement containing detailed terms & conditions with IIIT Kalyani, in accordance with the provisions of the law applicable.
13. 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 students & Authority. The agreement may be terminated by either party on giving a notice of 3 months to the other.
14. Building offered must be free from all encumbrances, claims and legal disputes etc.

15. The electricity and water supply lines / connection shall be provided by the owner at his own cost and expenses. However, IIIT Kalyani shall pay charges for the said premises during the lease period on the basis of actual consumption and submission of bill after payment.
16. IIIT Kalyani 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.
17. The decision of IIIT Kalyani will be final in case of any dispute arising in the implementation of the terms of the contract.
18. IIIT Kalyani will not pay any Holding Tax or dues for hired building separately. All taxes, if required to be reimbursed, should be included in the rent.
19. The building should have been properly constructed as per the approved safety plans.
20. Any other salient aspect of the building which the party may like to mention, should be included in the bid document.
21. The agreement for hiring of building/accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
22. PAYMANT: IIIT Kalyani will only be liable to pay fixed monthly charge, electricity on the basis of actual consumption on reimbursement basis. Payment will be made by NEFT/RTGS month wise, on submission of bill and documents.
23. IIIT Kalyani will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises.
24. PENALTY CLAUSE: IIIT Kalyani reserves the right to check and inspect the Hostel premises on regular basis by the authorized Officials / Expert Committee. Any deficiency or deviation in services from the clauses mentioned in the EOI/Agreement may impose penalty on the service provider / building owner for those deficient services. The penalty will be decided by the expert committee and the decision will be binding on the service provider/ building owner.
25. 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 IIIT Kalyani.
26. Eligible and competent Building owners are requested to submit their offer in prescribed application form under two-bid system in the standard formats prescribed in the Tender documents, displayed as TECHNICAL BID (Annexure: 1) and FINANCIAL BID (Annexure: 2).
27. All the requisite information should be filled up in prescribed form. The filled application form, relevant information and required documents should be clearly readable and all the pages of the document should be signed by the authorized signatory.
28. PREPRATION OF BIDS: The offer/bid should be prepared in two-bid system 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 supporting documents. Financial bid should indicate only price.

**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. Structural safety certificate from competent authority (In case it is a commercial building).
- d. Document for sanctioned Electricity load.
- e. Income Tax /PAN Registration Certificates

**All other requisite documents in support of Bid**

I. Financial Bid: Financial bid should contain Building owners 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 bid has to be submitted in the format as prescribed in Annexure- “II”.

II. The bids should be put in separate sealed envelopes and clearly marked as “Envelope No:1– Technical Bid” and “Envelope No:2– Financial Bid”, respectively.

III. The two envelopes containing the Technical bid and Financial bid, shall be placed into an outer envelope and sealed. This outer envelope should bear the submission address and superscribed “BID FOR HIRING OF BUILDING FOR HOSTEL ACCOMMODATION FOR IIIT Kalyani”. It will also mention the name of the Providers/ Building owners/Agencies with address.

29. Technical bids submitted by the bidders would be examined and their premises would be inspected by the expert committee constituted by the IIIT Kalyani.

30. 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 hostel.

31. Tender can be cancelled at any moment with the approval of the competent Authority.

**Registrar**  
**Indian Institute of Information Technology, Kalyani**

Tender Notice No.: IIITK/Tender/25-26/02

Dated: 23-07-2025

**APPLICATION FORM****HIRING OF BUILDING FOR HOSTEL ACCOMMODATION FOR IIIT KALYANI**

Sl. No.	Requisite Information	Firms Response
1	Name of the Building Owner(s)	
2	Full Address of the Service Building owner	
3	Telephone / Mobile No.	
4	E Mail ID	
5	PAN No. details	
6	Legal Status of holding:  1. Building Proprietorship 2. Building Partnership 3. Building on Lease 4. Other, specify. (Attach the documentary proof)	
7	Detail Location & Address of Building offered to be HOSTEL Premises	
8	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)	
9	Distance of offered Hostel Premises from IIIT Kalyani Premises with layout and drawings of Hostel premises.	
10	Road width (In Feet)/ Landmark where the accommodation is situated.	
11	If Building is as hostel, attached Valid license.	
12	Have Valid Electric Power in offered Building?	
13	Have alternate provision of Electric supply in the offered Building?	
14	Attach the Following documents:  1. Ownership Documents 2. Building approved Drawings 3. Structure Certificate 4. Fire Safety Clearance Certificate if any 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 one year which may be extended for a further period?	
17	Name of Contract Person & Mobile No.	
18	Details of Bank:  Name of Bank Account No. Account Holder IFSC Code MICR Code	
19	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/ contact and that IIIT Kalyani 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: .....

## FINANCIAL BID

## HIRING OF BUILDING FOR HOSTEL ACCOMMODATION FOR IIIT KALYANI

**Building: For 100 or more Students**

1. *Rent of Premises for \_\_\_\_\_ Students for one Month*

In Figures (Rs.) :

In Words (Rs.) :

***Electricity Charges will be paid extra on actual consumption basis***

**The price quoted should be inclusive of all charges, including taxes, GST, or any other applicable fees. No further escalation of price will be entertained under any circumstances.**

(Signature of the authorized Signatory)

Name of signatory: .....

Name of the Service Provider(s)/

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

Date. ....

Place. ....