



MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(A University established under the Manipur Technical University Act, 2016)

Website: - www.mtu.ac.in / www.mtuonline.in

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Notice inviting Tenders for providing Student Hostel Accommodation and Mess Services

Imphal, the 28th June, 2017

No. 4/2/2016-MTU: Manipur Technical University (MTU) is a state university established in 2016 under 'The Manipur Technical University Act, 2016'. It is presently located at Takyelpat, Imphal. It is desirous to outsource Student Hostel Accommodation and Mess Services at greater Imphal area, preferably in one building or sufficient number of flats in same premises.

Tenders are invited from eligible registered firms/parties directly (no brokers) based on the General Terms and Conditions mentioned below. Interested parties should download the copy of this document, and sign on bottom of each page with seal, in token of acceptance of the terms and conditions. The Tender should be addressed to:-

**The Registrar,
Manipur Technical University,
2nd Floor, Secured Office Building,
North AOC, Imphal-795001**

The Offer consisting of two bids viz. Technical Bid and Financial Bid should be put in separate sealed envelope which again should be put in a single envelope and super-scribed "TENDER FOR HOSTEL ACCOMODATION" and should reach the above address by 22nd June, 2017. It should also be accompanied by Demand Draft of Rs. 20,000/ (Rupees Twenty thousand) only as Earnest/Security money drawn in favour of Manipur Technical University payable at Imphal.

The price bids of the parties who qualify the Technical Bid, will only be opened. The offer should be in two envelopes, one having Part 1 - the Technical Bid, Part 2 - the Financial Bid.

Part 1: GENERAL TERMS AND CONDITIONS OF OFFER (Technical Bid)

A. Eligibility Criteria:

Parties qualifying the following eligibility criteria will be eligible to bid:

Eligibility Criteria	Yes/No
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Premises should be within 5 kms radius of Takyelpat, Imphal	
Should fulfil all the operating criteria mentioned in B 1 below	
Should have Premises free from all encumbrances and ready for use with the amenities mentioned at B 2 below by 5 th July, 2017	

Authorized representatives from Manipur Technical University will visit the site to inspect and shortlist, which will be part of Technical qualification, and will generally take into account the following factors:

1. The building/premises should be ready in all respect for occupation by MTU students latest by 5th July, 2017 (approximately 30-40 nos. students to be accommodated on 'twin sharing basis). Hence the building/premises offered should have minimum 15-20 nos. double-bedded rooms, with facilities/amenities as per Operating Criteria B mentioned below.

2. Building premises of hostel should be within 05 kms radius from MTU campus at Takyelpat, Imphal.

3. Building/premises must be free from all encumbrances, claims and legal disputes etc. Technical offer should accompany documentary proof of Ownership of building, lease/right to use, payment of all taxes and electricity charges etc up-to-date.

4. The technical offer should also accompany the following information:-

- > Authorized Contact Person (Name) with Email and Mobile No.
- > Address of the hostel with Location Sketch
- > Details of Covered area of each floor /room area
- > Approach and access details of premises B.

B. Operating Criteria:

1. The hostel facility offer should be inclusive of accommodation and all services namely,

- (a) Full time Care taker (lady)
- (b) Basic amenities in the rooms as mentioned at B 2 below.
- (c) Catering for students
- (d) Security (lady personnel)
- (e) Housekeeping

2. Each room offered should be furnished with the following general amenities:

- (a) 2 cots

- (b) 2 study tables and chairs
- (c) Dustbins
- (d) Sufficient number of Ceiling fans, tube lights and electric points
- (e) Sufficient no. of attached/common toilets and bathrooms with geyser
- (f) Rooms should be airy and well ventilated
- (g) Separate area for providing common room, dining facility including kitchen
- (h) 24-hours water and electricity must be available including power back up facility (through DG set).

3. The electricity (including power back up) and water supply shall be provided by the Owner at his cost and expenses.

4. The Hostel Owner will be responsible to provide the following services for which he may engage a caretaker/contractor:-

- (a) Breakfast - 7.30 to 8.30 AM
- (b) Lunch - 12.30 to 2.30 PM
- (c) Tea and Snacks- 5.30 to 6.00 PM
- (d) Dinner - 8.00 to 9.30 PM
- (e) Daily Housekeeping/cleaning of rooms, toilets and premises.
- (f) Security (5.00 AM to 8.00 PM)

(The Mess Committee comprising of student representatives will be authorized for fixation of Menu.)

Indicative menu is as follows:

Day	Breakfast	Lunch	Tea & Snacks	Dinner
Monday	Bread with butter/Jam, banana, egg & tea	Rice, Dal & Fried vegetable	Tea & biscuit/ other snacks	Rice, Dal & Iromba
Tuesday	Noodles with tomato ketchup & tea	Rice, Kangsoi & Salad/Singju	do	Rice, Dal & Egg/paneer curry
Wednesday	Aloo Paratha with pickle, egg & tea	Rice, Vegetable curry & Salad	do	Rice, Kangsoi & Salad/Singju
Thursday	Rice Pullao with dal & tea	Rice, Dal & Fried vegetable	do	Rice, Dal & fish/paneer curry
Friday	Bread with Egg & tea	Rice, Vegetable curry & Salad	do	Rice, Dal & Iromba
Saturday	Suji Halwa & tea	Rice, Dal & Iromba	do	Rice, Kangsoi & Salad/Singju

Sunday	Puri and tea	Rice, Dal & Fried vegetable	do	Rice, Dal & Chicken/Paneer curry
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5. All equipments /utensils /crockery /fuel /LPG/ Manpower etc. required for housekeeping, cooking and dining facilities will be arranged by owner at his own cost.

6. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.

7. The mess utensils are to be cleaned with hot water using detergent after every meal.

8. Contractor shall be solely responsible in case of incidence(s) of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the committee of Wardens for such incidences.

9. Storage / consumption of any alcoholic drink/liquor are strictly prohibited. The contractor shall not serve any such substance/drink in mess/hostel. Smoking, consuming gutakha, tobacco etc. is also prohibited in hostel premises.

10. In the event of failure in maintaining the Cleaning Services on any day up to the desired standard in part or full, the contractor is liable to be penalized @ Rs. 500/ (Rupees Five Hundred only) per day which shall be recovered from the bills or otherwise deducted from the security deposit.

11. The Selected Owner shall sign an Agreement with the designated authority of MTU. The agreement can be terminated by giving two months written notice by either party. The Owner shall keep MTU indemnified against all claims/litigation in respect of accommodation, by third parties, including students, during the period of the Agreement.

12. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligations. The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the residents is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48)

hours of intimation. The decision of the Designated Officer in this regard shall be final and binding on the contractor.

13. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform with ID card while on duty.

14. The Contractor shall verify character, antecedents of cleaning personnel before deployment in MTU campus and furnish names of the personnel deployed with photographs, local address, age, date of birth and permanent address for record by MTU and shall notify any change in address.

15. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. and plumbing work etc. are the responsibility of the contractor.

16. The contractor will liaise with the designated officers of MTU and report to him every month to make checks on day to day activities of the Housekeeping service. The contractor shall extend full cooperation to the designated officer as and when required.

PART 2 (To be put in a separate envelope and opened only after completing Part 1)

FINANCIAL BID:

The financial Bid will be submitted in the following format only, along with the other requisite details mentioned in Para (2) and (3) above.

Hostel Charges

Sl No	Particulars	Qty	Rate	Total amount in Rupees
1	Charges for providing Hostel accommodation, Mess, Housekeeping and Security Services	30 students		
2	Payment during			

	Vacation/ leave period*			
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* Payment will not be made for mess charges and other variable cost for the vacation/leave period exceeding 15 days in a month. However no deduction for mess charges will be made if the vacation/leave period is less than 15 days in a month.

Payment will be made by MTU at the agreed fixed rate in the first week of the month (for the preceding month) as per the agreed terms and conditions after deduction of TDS as per applicable rules.

The firm which has bagged the contract shall submit a Security Deposit of Rs. 50,000/ (Rupees fifty thousand) only to Manipur Technical University as Security Deposit in Demand Draft drawn in favour of Manipur Technical University payable at Imphal.

(W. Malemnganba Chenglei)
Registrar,
Manipr technical University,
Imphal