

**Expression of Interest
FOR
RENTED ACCOMMODATION
OF STUDENTS OF MAKAUT,
W.B**

**TO BE DEPOSITED IN THE TENDER BOX
KEPT IN MAIN ENTRANCE (SECURITY) OF
MAKAUT, W.B, HARINGHATA, SIMHAT,
NADIA – 741249, WEST BENGAL**

Cost of Tender Document Rs. 500/-

LAST DATE OF SUBMISSION OF TENDER: 03-07-2021

**MAKAUT, W., HARINGHATA,
SIMHAT, WEST BENGAL,
PIN - 741249**

ABOUT THE UNIVERSITY

The Government of West Bengal set up an expert committee on December 31, 1998, under the Chairmanship of Shri Ashesh Prasad Mitra, Eminent Scientist to explore the necessity and scope for establishment of an Engineering / Technology University in the state of West Bengal.

The University came into operation formally with the assumption of the office of the first Vice Chancellor on January 15, 2001 as a sequel to the promulgation of THE WEST BENGAL UNIVERSITY OF TECHNOLOGY ACT, 2001, under West Bengal Act XV of 2000 passed by the West Bengal Legislature. The University started its academic programme, from July 16, 2001 following a Notification from the Department of Higher Education; Government of West Bengal dated June 15, 2001 through the affiliation of Engineering and Management Institutions / Colleges and has entered the eighth year of its functioning. The University is included in Section 2F and also in Section 12B of UGC and recipient of UGC Grant.

SCOPE OF WORK FOR CONTRACTOR

MAKAUT, W.Bcampus comprises of an administrative block, one academic block, one Library block, one Biotech block, two hostels with canteens and one guest house with approx. 1500 students. The University offers residential accommodation in two hostel blocks located in the campus to more than 1500 students. To cater for students of academic session 2020-21 new hostels are coming up. The University is in the need of hostel facility for students of 2021-20. The approximate students will be approx. 1000.

THE CONTRACT FOR AWARD OF HOSTEL SERVICES THROUGH THIS TENDER SHALL COME INTO FORCE AS WHEN THE UNIVERSITY WANTS.

**TENDER
DOCUMENT FOR
PROVIDING
HOSTEL SERVICES FOR STUDENTS OF MAKAUT, W.B**

| | |
|--|--------------------------------------|
| Cost of Tender Document: | Rs. 500/- (Rupees Five hundred only) |
| Deposited vide MAKAUT, W.B Receipt No. _____ | dated _____ |
| OR | |
| Demand Draft No. _____ | dated _____ drawn on (Bank) _____ |

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| Venue for opening Technical Bids: |
| MAKAUT, W.B, Office of the Registrar, Main Campus, Haringhata Simhat, Nadia, PIN – 741249, W.B |
| |
| |

**MAKAUT, W.B,
Main Campus, Haringhata,
Simhat, Nadia, PIN – 741249, W.B**

MAKAUT, W.B

TENDER FOR PROVIDING ACCOMODATION FOR STUDENTS

| | |
|---|--|
| NAME OF THE TENDERER (as Per Registration Certificate) | |
| COMPLETE POSTALADDRESS OF THE TENDERER (as Per Registration Certificate) | |

MAKAUT, W.B

TENDER DOCUMENT FOR PROVIDING ACCOMODATION FOR STUDENTS

TECHNICAL BID

| | |
|--------------------------------|--|
| 1. Earnest Money Deposit (EMD) | Demand Draft No. _____ dated _____ For Rs. 1,00,000.00 (Rupees one lakh only) drawn on (name of the Bank) _____ in favour of MAKAUT, W.B. payable at Nadia, W.B. (To be enclosed with Technical Bid) |
|--------------------------------|--|

| COMPANY/FIRM PROFILE | |
|---|--|
| <p>1. Name of the Company/Firm and Complete registered address</p> <p>1(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>1(b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>1(c) Were you or your firm ever required to suspend for a period of more than 06 months continuously after you commenced the accommodation services? If so, give the name of the contract and reasons thereof.</p> <p>1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</p> | |

| | |
|--|--|
| <p>2. Name, Designation and Tel. No(s) of the Contract Person -Fax No(s) -e-mail address</p> | |
| <p>3. Year of commencement of Business</p> | |
| <p>4. Statutory Details (photocopy to be attached) -Registration No. of the Firm - PAN - RPFC – Registration No. - ESI Registration No. - Service Tax Registration No.</p> | |
| <p>5. Income Tax Assessment Completion Certificates for the financial years 2017-18, 200018-19 and 2019-20. (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reason for non- completion of the assessment for the required years may be indicated).</p> | |

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

| S. No. | Name of the organization with complete postal address | Name & designation of the Contact Person with Tel/Mobile No(s) | Date from which the contract was awarded | No. of persons deployed by your firm | No.of persons served |
|--------|---|--|--|--------------------------------------|----------------------|
| | | | | | |

7 Volume of business done during the last three years (please submit documentary evidence) (Rs. in Lakh)

| Details of annual financial turnover(gross) | 2017-18 | 2018-19 | 2019-20 |
|---|---------|---------|---------|
| | | | |
| | | | |

Tech-2/2

TERMS AND CONDITIONS

GENERAL

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given on page number T&C-10/10 of the Tender Document.
3. The bidders, who download the Tender Document from MAKAUT, W.B website, are required to submit a separate demand draft for Rs. 500/- (Rupees five hundred only) towards the cost of the Tender Document. **THIS DEMAND DRAFT IS REQUIRED TO BE SUBMITTED WITH THE TECHNICAL BID.** Downloaded Tender Documents submitted without demand draft towards the cost of Tender Document shall be rejected.
4. The Tenderer must write the name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
5. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Duly filled in tender form should be supported by "Letter of Transmittal" as at Annexure-I of the Tender Document.
6. MAKAUT, W.B reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding the quality of accommodation and services provided by the Tenderer. Decision of MAKAUT, W.B with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the University in this regard will be final and binding on all bidders.
7. Tender shall be submitted in MAKAUT, W.B's official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Tender Form.
8. Tenders received without the prescribed Earnest Money Deposit (EMD 1,00,000/- Rupees One Lakh only shall be rejected).
9. The services to be rendered by the contractor must not be altered by the bidder.
10. No paper shall be detached from the Tender Document.
11. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.

12. The Financial bids submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
13. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
14. The University reserves the right to reject any or all the tenders without assigning any reason.
15. Before submitting the filled-in Tender Document to the University, the bidders may seek clarification(s), if any, from Dr. Partha Pratim Lahiri, Registrar, MAKAUT, W.B. through e mail to parthapl@yahoo.com OR in person by visiting the University during working hours by taking prior appointment.
16. The University reserves the right to change any condition of the tender before opening of the Technical Bids.
17. The successful bidder will have to enter into an agreement with the University (as per draft agreement given in Annexure-II before finalizing the accommodation proposal).

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

18. Basic Eligibility:
 - (a) The applicant should be in accommodation business for a minimum period of five years as on 30th June, 2021.
 - (b) Experience of having successfully run the accommodation services during the last five years ending 30th June, 2021 as per following:
 - 3 similar completed works each having not less than 100 persons on its capacity of providing accommodation.
 - 2 similar completed works each having not less than 300 persons on its capacity of providing accommodation.
 - 1 similar completed works each having not less than 500 persons on its accommodation strength.

Similar nature of work means the running of the CONTRACTOR of institutions / organizations / companies / guest houses.

- (c) Average Financial Turn-Over (Gross)

The bidder's average annual financial turnover (gross) in accommodation services during the last three financial years, i.e., 2017-18, 2018-19 and 2019-20, duly audited by CA should not be less than 05 Lakh. Year in which no turnover is shown would also be considered for working out the average.

(d) Financial Solvency

The bidder should have a solvency of 30% of the cost of the work. A certificate to this effect may be enclosed from the banker.

(e) Performance Certification

The bidders' performance, as per format at Annexure-III for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements.

(f) Tenders received without proper documents, including demand draft, shall be summarily rejected.

For the purpose of pre-qualification, applicant will be evaluated in the following manner:

1. The initial criteria prescribed in Para 19 above, in respect of years of operation in the business, experience of similar class of work completed and financial turnover will first be scrutinized and the applicant's eligibility for empanelment for the work will be determined.
2. The above will be followed by the visit of the Team of MAKAUT, W.B to the sites of the contractor to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding the quality of accommodation services provided etc.
3. On the basis of 1 and 2 above the financial bids will be opened.

GUIDELINES FOR SUBMISSION OF TENDER

19. The bids are to be submitted in two parts -

- (i) Sealed Technical Bid, along with a Demand Draft for Rs.1,00,000- (Rupees One Lakh only), drawn in favour of MAKAUT, W.B payable at NADIA, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "TECHNICAL BID FOR PROVIDING ACCOMODATION SERVICES". Tender Document received without EMD will be summarily rejected;
- (ii) Sealed Financial Bid placed in a separate envelop super-scribed: "FINANCIAL BID FOR PROVIDING ACCOMMODATION SERVICES".

20. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR PROVIDING ACCOMMODATION SERVICES AT NADIA". This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to the Registrar, MAKAUT, W.B, HARINGHATA, SIMHAT, NADIA, PIN - 741249 and deposited in the Tender Box kept in Main Entrance, Security Room, Haringhata, Simhat, Nadia - 741249 on or before 5:00p.m. 03rd July 2021. Tenders received after due date & time shall not be accepted.

OPENING OF BIDS

21. The Technical Bids will be opened in July, 2021 in Office of the Registrar at MAKAUT, W.B, HARINGHATA, SIMHAT, NADIA, PIN - 741249 in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
22. The Financial Bids of only technically acceptable tenders (as mentioned in para 19 above) will be opened for further consideration. The decision of the University in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the University.
23. EMD of the unsuccessful bidders will be returned, without interest, within a period of three months from the date of award of contract to the successful bidder.

EVALUATION OF FINANCIAL BIDS

24. Following weightage shall be given for evaluation of Financial Bids:

| | | | |
|-----|---|---|-----|
| (a) | Size of the rooms with facilities | - | 43% |
| (b) | Nearness of the University | - | 38% |
| (c) | 24x7 Power supply, drinking water | - | 10% |
| (d) | Other Amenities like WiFi as applicable | - | 09% |

25. Financial Bid shall not be the sole criteria for award of contract. Feedback received from the previous/present clients and on the spot assessment of the MAKAUT, W.B's designated team shall also form the basis of selection.

PERIOD OF CONTRACT

26. The contract for Accommodation Services shall remain valid initially for a period of four(4) years. However, in order to evaluate the performance and services of the Contractor, the contract will have probationary period of six (6) months. The contract for the remaining forty two (42) months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period.

27. The four-years contract period is subject to renewal by the University on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.

FORFEITURE OF EMD

28. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:
- i. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
 - ii. The Contractor does not commence accommodation services within seven days of the stipulated date for commencement of course.
29. No change in the financial bid will be allowed. If the successful bidder withdraws or alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited.

SECURITY DEPOSIT

30. The successful bidder will be required to submit with MAKAUT, W.B. Fixed Deposit Receipt (in original) made in favour of MAKAUT, W.B. for a sum of Rs.2,00,000/- (Rupees Two lakh only) as Deposit on account of Performance Security. The Fixed Deposit Receipt, renewed from time to time, will be retained by the University for the entire period of the contract and on termination of the contract; the University will refund to the contractor the sum of Rs. 2,00,000/- (two lakhs only) along with interest accrued thereon during the entire period of the contract.
31. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the University, the Security Deposit will be forfeited without prejudice to the MAKAUT, W.B right to proceed against the contractor for any additional damages that the University suffers as a result of the breach of the aforesaid terms and conditions.

ELECTRICITY AND WATER CHARGES

32. The University will pay to the contractor electricity & water charges on actual basis, for which bills shall be provided. Out of the total bills received by the University for electricity and water consumption, the amount in respect of the units consumed by the University shall be paid by the University to the Contractor.

STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

33. The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing cleanliness and security services in the accommodation hired by the University.
34. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases and should cater to COVID-19 norms, or any other pandemic disease at that point of time, in strict compliance of the Government's order.
35. The Contractor will, prior to the commencement of the operation of contract, make available to MAKAUT, W.B the particulars of all the employees who will be deployed at the accommodation premises for running the hostel accommodation. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
36. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Govt. of West Bengal Government and fulfill all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time.
37. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
38. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
39. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the University by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the University. As a result of the acts of the Contractor, if the University is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the University or the University reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the University.
40. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around accommodation area and surrounding etc.
- 42 The Contractor shall at all times keep indemnified the principal employer, namely, MAKAUT, W.B, head of the University and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.

43. The accommodation staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
44. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to University's moveable or immoveable property due to the conduct of the Contractor's staff shall be made good by the contractor. 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 concerned person and engage a new person within 48 hours of intimation by MAKAUT, W.B. The decision of the MAKAUT, W.B'S designated officer in this regard shall be final and binding on the Contractor.
45. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
46. The Contractor shall keep the area of accommodation and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. MAKAUT, W.B management will have 24- hour access to inspect the hostel premises at any time for ensuring the cleanliness and hygienic conditions of the premises
47. The University reserves the right to appoint officers/officials to inspect the quality of accommodation. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
48. The Contractor shall get approval from the competent authority of the University and no changes, what-so-ever shall be made without prior written approval of the University.

OTHER OBLIGATIONS OF THE CONTRACTOR

49. The Contractor shall install his electronic fly – kill / insect repellent equipment, emergency lighting etc at his own cost.
50. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the accommodation area. Any breach of such restrictions by the Contractor will attract deterrent action against the Contractor as per statutory norms.
51. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with MAKAUT, W.B. MAKAUT, W.B shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against MAKAUT, W.B for employment or regularization of their services by virtue of being employed by the Contractor, against any temporary or permanent posts in MAKAUT, W.B.
52. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the University.

53. The Contractor shall not use the accommodation premises for any other activity except for the purpose for which it has been provided for.

PAYMENT

54. The payment in respect of accommodation bills of the students submitted in duplicate by the Contractor shall be released on receipt basis subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any rates without proper authorization by the designated authority of University will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.
55. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the University for Late Payment.
56. All payments and receipts would be rounded off, i.e., paise 50 or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

TERMINATION OF THE CONTRACT

66. The Contract can be terminated by either party, i.e., MAKAUT, W.B or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, MAKAUT, W.B reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. MAKAUT, WB's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
67. On termination of the contract, the Contractor will hand over all the equipment's/furniture/articles etc., supplied by the University, in good working condition, back to MAKAUT, W.B (The University)
68. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of six (6) months from the date of taking over charge of the accommodation services, MAKAUT, W.B reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

PENALTY

69. The University reserves the right to impose a penalty (to be decided by the MAKAUT, W.B authorities) on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any dispute.
70. If University is not satisfied with the quality of accommodation services provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the MAKAUT, W.B will be at liberty to take appropriate necessary steps as deemed fit.

JURISDICTION

71. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion failing the same, may be referred to the Hon'ble Vice Chancellor, whose decision shall be final and binding on all parties.

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft for Rs.1,00,000/- towards EMD
2. Demand Draft for Rs.500, if tender downloaded from website
3. Assessment Order (Certificate) for the last three years
4. PF, ESI, Insurance under Personal Accident Insurance Scheme, License photocopies
5. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
6. Documentary evidence in support of the following:
 - (i) Number of years of having run accommodation services for organizations / hospitals / places of public utility / institutions / educational institutions along with number of persons availing the services offered by the contractor;
 - (ii) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing accommodation services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated;
 - (iii) Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

LETTER OF TRANSMITTAL

From: (Name & Complete Postal Address of the Applicant)

To:
Registrar
MAKAUT, W.B
Haringhata, Simhat
Nadia, PIN - 741249

SUBMISSION OF PREQUALIFICATION APPLICATION FOR THE ACCOMMODATION SERVICES FOR MAKAUT, W.B

Sir,

Having examined the details given in invitation for prequalification published in the website of MAKAUT, W.B and prequalification document for the above work we hereby submit the prequalification documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms to and accompanying statements are true and correct.
2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
3. We submit the requisite certified solvency certificate and authorize the Registrar, MAKAUT, W.B to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorize Registrar to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation
4. We submit the following certificates in support our suitability trained know-how & capability for having successfully completed the following works

| S. No. | NAME OF WORK | CERTIFICATE FROM |
|---------------|---------------------|-------------------------|
| 1 | | |
| 2 | | |
| 3 | | |

Encl:

Date of submission:

Signature of Applicant

**DRAFT OF THE AGREEMENT
TO BE JOINTLY SIGNED BY MAKAUT, W.B AND THE
CONTRACTOR FOR PROVIDING ACCOMMODATION SERVICES
(To be signed on a Stamp Paper of Rs.
100/-to be purchased by the Contractor)**

AGREEMENT

This Agreement made this day the _____ between the Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, W.B), Haringhata, Simhat, Naida, PIN-741249 (hereinafter called the University) of one part and Shri/Mrs/Ms_of M/s _____ of the other part (hereinafter called the contractor) and whereas the University needs a contractor to run accommodation services for students mentioned in the Tender Document invited by the University. Whereas it is thought desirable to grant a Contract (not being a lease) to the contractor to provide accommodation to University's students). The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Contractor has been granted the contract to run accommodation services for University Students initially for a period of six (6) months on the terms & conditions contained in the Tender Document, University's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions. The contract is also terminable on six-month notice by either side.
2. That the accommodation served by the Contractor shall have clean atmosphere. The Vice Chancellor/Registrar of the University and/or their authorized nominees may at any time enter the accommodation area for the purpose of inspection.

If, however, this problem recurs in spite of warning having been issued, the University reserves the right to impose financial penalty as decided by the University's authorities or the contract may be cancelled without giving any notice.

3. The accommodation and facilities, which the Contractor would be expected to provide, are indicated in the Appendix II. The rates of items to be served by the Contractor shall be valid on annual basis, i.e., from April to March every year and in-between revision shall NOT be allowed. The University may, if considered necessary, revise the rates only after one year of the contract in regard to the facilities and accommodation. Till such time that the revised rates become operative, the contractor shall charge the existing rates.
4. That the contractor shall not make any additions or alterations in the premises without the approval of the University's Competent Authority.

5. That the Contractor has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Municipal Corporation of Nadia or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the accommodation area the contractor shall be responsible for any penalty/fine imposed by the concerned authorities.
6. That in the event of any objection from Local administrative agencies or any other government/statutory body authorities taking samples of raw material used by the contractor and those samples are not found fit/up to the mark for accommodation, the contractor shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
7. That the contractor has agreed that the University will pay to the electricity and water charges on the basis of actual units consumed.
8. That the contractor has agreed to provide sufficient number of security, housekeeping staff and other support staff in the accommodation and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the students and University representatives. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects. Further, the workers employed by the contractor to adhere to COVID-19 norms, as per Government directive.
9. That any employee deployed by the Contractor in the accommodation area becomes liable for suspension or dismissal by the University due to his actions, disobedience or misconduct, the Contractor shall accept the decision of the University as final and abide by such decision. In such an event, the University shall not in any way be liable for any claim made by the concerned employee of the contractor for wages or damages and the contractor shall keep the University's authorities indemnified.
10. The University will have the right to review the working of this contract from time to time and if at any time it is found that the contractor has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the University may terminate the contract after giving the contractor three-month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
11. That the contractor will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the contractor before the expiry of the period of this contract.

12. The contractor shall provide to the University necessary equipment's, furniture & fixtures, as per attached Annexures and he shall maintain them in good condition. He shall be responsible for their maintenance and shall follow the COVID-19 protocol, with special emphasis on sanitization of the equipment, furniture and fixtures.
13. The contractor shall be responsible for any loss/theft of the items of the students and other equipment provided to him by the University.
14. The contractor shall also be responsible for the upkeep of equipment's provided by the University. In case of any damage to the furniture and equipment by any person, he will immediately inform in writing the concerned authorities of the University for recovery of such losses/damages from the defaulters, failing which the Contractor shall himself be liable to pay the cost as decided by the University.
15. That the Contractor shall maintain a Suggestion Book for recording suggestions for improvement of Accommodation Services. Such suggestions, as approved by the University authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the University's designated authorities.

In witness whereof the parties have put their hands to this agreement on the day aforesaid.

Signed and delivered by:

Countersigned:

1.

Registrar
MAKAUT, W.B
Haringhata, Simhat
Nadia - 741249

Agreement-3/3

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED IN POINT NO.19 (e)

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement no.
 - a. Scope of Contract
 - b. Contract Cost
 - c. Date of start
 - d. Period
 - e. Amount of compensation levied, if any
 - f. Performance Report
 - (i) Quality of Accommodation - Excellent/Very Good/Good/Fair
 - (ii) Resourcefulness - Excellent/Very Good/Good/Fair
 - g. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the Responsible

Authority)Date:

PERMISSIBLE ITEMS FOR ACCOMMODATION

| ITEM | QUANTITY |
|-----------------------------|--|
| Single / Double bed rooms | Single bed with mattress & pillow |
| Study tables and chairs | For each student or occupant |
| Lights | Sufficient visibility (illumination) in the room fit for study |
| Fans | Sufficient Airy |
| Wash rooms | Attached or within the accommodation area |
| Dustbins | Sufficient quantity |
| Wired mesh in windows | To stop mosquitoes and other fleas |
| Curtains | In windows |
| Buckets & mugs | For washrooms |
| Mirrors | Sufficient for users |
| Provision for mosquito nets | For each user |
| Sufficient lights | In the corridors |
| Refrigerators | Centrally, Sufficient to cater for students |
| Ante Room | With TV Facility |

The Contractor may use any other specifications only after obtaining prior written approval from the University.

MAKAUT, W.B

**TENDER FOR PROVIDING
ACCOMMODATION FOR STUDENTSAT**

FINANCIAL BID

**ROOMS AND AMENITIES ON MONTHLY RENTALS
(PER OCCUPANCY BASIS)**

| S. No. | Item | Rate(Rs.) |
|--------|---|-----------|
| 1. | Single Rooms with amenities | |
| 2. | Double Rooms with amenities | |
| 3. | Security Services (from reliable agency) 24 x 7 (at least 2 in each floor) | |
| 4. | Housekeeping Services 24 x 7 (from reliable agency) | |
| 5. | Cleaning material and sanitization with branded materials | |
| 6. | Electricity charges as per Govt Rates on actual usage basis for that separate sub meters required to be available | |
| 7. | Drinking water with Sufficient RO or Packed Drinking water (20 liters) sufficient for occupants | |
| 8 | Any other facilities | |