

भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR SABOUR,
BHAGALPUR-813210
(An Institute of National Importance, under Ministry of Education, Govt. of India)



**REQUEST FOR PROPOSAL (RFP) FOR HIRING OF VENDORS TO PROVIDE
STUDENT HOSTEL ACCOMMODATION LOCATED WITHIN 05 KMS FROM IIT
BHAGALPUR CAMPUS**

April-2026

Key Information

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|---|---|
| Name of the Work | Hiring of Vendors to provide student hostel accommodation |
| Date of Publication of RFP | 16-04-2026 |
| Date of Issue/Publishing | 16-04-2026 (03:00 PM) |
| Date and Time for Pre-Bid Meeting : | 21/04/2026 (11:00 AM) |
| Last Date and Time for Bid Submission | 07-05-2026 (05:30 PM) |
| Date & Time of Opening of Technical Bids | 08-05-2026 (11:00 AM) |
| Locations | Administrative Block, IIIT Bhagalpur |
| Date of Opening of Financial Bids | Eligible bidder would be informed by email |
| Bid Validity | 120 Days (From the last date of Bids submission) |
| Address for Submission of Bid (Through Speed Post/Registered post/Courier/By Hand) | The Registrar IIIT Bhagalpur Sabour, Bhagalpur-813210 (Bihar) |
| RFP Fee | Rs 1,180.00 inclusive of all taxes |
| EMD | Rs 10,000/- |
| Performance Security Deposit (PSD) | Rs 50,000/- (Within 15 Days after Issue of Work Order to Successful Bidder) |

Note:- Above mentioned dates are tentative and are subject to change. Revised dated, if any, shall be uploaded on Institute Website/CPPP portal well in advance. Bidders are advised to visit the Institute website as well as CPPPportal on regular basis for any update in this regard.

**REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF VENDORS TO
PROVIDE STUDENT HOSTEL ACCOMMODATION LOCATED WITHIN 05 KMS
FROM IIIT BHAGALPUR CAMPUS**

1. Introduction

- (a) Indian Institute of Information Technology Bhagalpur (IIIT Bhagalpur) is an institute of National Importance under an Act of Parliament (The Indian Institutes of Information Technology (Public-Private Partnership) Act, 2017).
- (b) IIIT Bhagalpur invites sealed RFPs under Two Bid System from eligible, experienced, financially sound and registered Agencies/Firms in the prescribed format for Empanelment of Vendors to provide student hostel accommodation. The eligibility criteria for the contractor, procedure and instructions for submission of bid document and selection process are mentioned in this RFP document. The primary purpose is to cater to the dietary needs of the students, faculties, staffs and guests visiting the institute.
- (c) Before submission of the bid, interested bidders are advised to go through RFP document carefully and fill in with all relevant information and submit complete RFP documents in two parts (viz. Technical Bid and Financial Bid and these two parts should be kept in a bigger cover) as per the time schedule given in this RFP document.
- (d) Sealed RFP document along with all other relevant documents should be sent to **“The Registrar, IIIT Bhagalpur, Sabour, Bhagalpur-813210 (Bihar)”** by Speed Post/Courier/Registered/Hand only within the prescribed time limit. RFP documents received after prescribed time limit shall not be accepted under any circumstances.
- (e) For any queries relating to the RFP documents and the terms and conditions contained therein, bidders may seek clarification, within the stipulated time, by writing email to registrar@iiitbh.ac.in.

2. Qualifying Criteria

The RFP should meet the qualifying requirement as mentioned below of the RFP document. RFPs not meeting the qualifying requirements and incomplete in any aspect shall be summarily rejected. RFPs of vendors/firms, which are found to be meeting the qualifying requirement, shall be taken up for detailed evaluation.

Technical Bid shall contain papers regarding:

- I. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as **“Annexure-I”** and **“Annexure-II”** duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the RFP.
- II. Ownership document of the building.
- III. Agreement Copy if the premise is on lease.
- IV. GST Registration certificate.
- V. Income Tax /PAN Registration Certificates.

VI. Google-Map document showing the building is within 05 km (radial distance) from IIIT Bhagalpur campus.

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- III**”.

3. Bidding Process:

- (a) The bidder should download the RFP document from the Institute's website at www.iiitbh.ac.in. and CPPP portal. Bidder should ensure to submit duly endorsed RFP documents. The corrigendum/amendment/correction, if any to this RFP will be published on the Institute's website and CPPP portal.
- (b) The RFP document should be prepared in two bid 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. The financial bid should indicate only price.
- (c) The technical bid should contain the filled up application for pre-qualification as prescribed in **Annexure-I and Annexure-II** duly signed on each page by the authorised signatory of the bidder as a mark of acceptance of all conditions of the RFP document.
- (d) The financial bid should contain service provider/premises owner/agency name and rent (per student per month) basis inclusive of all charges as per format attached in **Annexure-III**.
- (e) The financial bid 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 RFP as financial bid Annexure – III.
- (f) The sealed envelopes of technical and financial bid are to be put in a single envelope duly sealed and super-scribed as “**FOR HIRING OF VENDORS TO PROVIDE STUDENT HOSTEL ACCOMMODATION LOCATED WITHIN 05 KMS FROM IIIT BHAGALPUR CAMPUS**”.
- (g) The technical bid submitted by the bidder would be examined and their premises would be physically inspected by the technical bid evaluation committee constituted by the Institute. If the committee finds the premises suitable for hostel residents and documents submitted as per the RFP, the bidder will be technically qualified and eligible for financial bid opening.
- (h) The financial bid will be opened only after the technical evaluation of bid and the financial bid of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the student hostel.
- (i) The bid received after the scheduled date and time will be rejected. The Institute will not be responsible for any transit delay. Submission through fax and email will not be accepted.

- (j) The bidder is expected to examine all instructions, forms, terms & specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. The bid not complying with RFP conditions and not conforming to RFP specifications will result in the rejection of its bid without seeking any clarifications.
- (k) The EMD of the successful bidder will be returned to them without any interest after submission of performance guarantee.
- (l) The bidder has to submit the performance guarantee within 15 days from the date of Letter of Intent (LOI)/Agreement else the EMD amount will be forfeited. The performance guarantee will be returned without any interest after completion of contract/agreement period.
- (m) The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the earnest money deposit amount will be forfeited.
- (n) The Institute reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
- (o) In the event of any dispute or difference between the Institute and the bidder arising out of noncompliance of RFP terms and conditions or any other cause whatsoever relating to the RFP shall be referred to The Director of the Institute, whose decision shall be final and binding on both the parties.
- (p) All disputes shall be subject to the Jurisdiction of Bhagalpur, Bihar Only.
- (q) All correspondence has to be in English language including affidavit, undertaking etc.
- (r) Any form of canvassing / influencing will attract rejection of bid submitted by the bidder and the Institute reserves the right to take such penal action (e.g. blacklisting the bidder for the present and future etc.) as it deems fit.

4. Requirement of Institute:

- (a) The total institute requirement is to accommodate minimum of 260 students capacity. It may increase or decrease as per the requirement of institute.
- (b) Maximum of 03 students can be accommodated in each room.
- (c) Each student should be provided 01 Bed (minimum 6 ft. x 2.5 ft.), 01 Study Table (3 ft. x 2 ft. x 2.5 ft.) 01 Chair, with sufficient light (LED light), and fans in their rooms.
- (d) The premises should have neat and clean, hygienic, well ventilated rooms.
- (e) Ample number of clean and hygienic quality bathrooms and toilets in good condition should be provided for residents.

- (f) The electrical installation and fittings like power plugs, switches, charging points etc. must be provided (minimum 2 charging points per student).
- (g) Each room of the premises should have curtain for all windows.
- (h) The premises should have adequate space for kitchen and dining for residents. However, providing mess service is not a part of this RFP.
- (i) The premises should have adequate space for common offices for staff / wardens.
- (j) Electricity with Generator /Inverter backup must be available round the clock.
- (k) Drinking water must be available round the clock.
- (l) Adequate RO drinking water facilities at common places of premises should be provided.
- (m) The premises should have electricity power backup/ generator facility in working conditions for services and common areas.
- (n) Area of the premises should have internet connection with minimum download speed of **50Mbps** with full load.
- (o) The premises offered must be free from all encumbrances, claims and legal disputes. The declaration in this regard as per the **Annexure-I** is to be given on bidder's letterhead with duly sealed and signed with the technical bid.
- (p) If the Bidder is not the owner of the property, then the lease agreement / consent letter between property owner and the bidder that the property is available for IIIT Bhagalpur hostel purpose for this much period.

5. Services included in Seat Rent Per Student Per Month:

- (a) Housekeeping Service (Common Area & Room Cleaning):
 - Common toilet - twice a day (timings to decide jointly)
 - Corridor area - once a day (timings to decide jointly)
 - Passage area - once in two days (timings to decide jointly)
 - Open area (gardens, parking etc.) - once in a week (timings to decide jointly)
 - Dustbin pick up - once a day (timings to decide jointly)
- (b) Security Service: 02 numbers of Professional Security Guards (24×7)
- (c) Maintenance Service: Electrician & Plumber
- (d) Septic Tank (Sewage) Cleaning: Periodic cleaning carried out by the agency.
- (e) Total electricity charges must be incorporated in seat rent.
- (f) Total Internet charges must be incorporated in seat rent.
- (g) Transport from hostel to IIIT Bhagalpur Academic Block must be incorporated in seat rent.
- (h) Space for kitchen and dining for residents must be incorporated in seat rent.

- (i) Water charges must be included in the seat rent.
- (j) Internet Charges (including installation of Wi-Fi-routers/LAN cable – as per requirement) must be included in the seat rent.
- (k) The seat rent of per student per month should be inclusive of any existing statutory taxes to be paid in relation to the offered premises and rent.

6. Payment Terms & Conditions:

- (a) The payment towards the seat rent of the students will be made on monthly basis to the hostel service provider through the NEFT.
- (b) No deposit would be admissible to be taken from the students. In case of any damage, the service provider should inform the institute within five working days for a joint inspection.
- (c) The selected party/agency shall be required to execute a lease agreement on Rs 1000/- non-judicial stamp paper with notarization containing detailed terms and conditions with the Institute, in accordance with the provisions of the law applicable.

7. General Terms & Conditions:

- (a) The empanelment of the premises is for a period of two years which can be extended for one more year.
- (b) Seat Rent per student is one of the major criteria to be considered by the Institute while finalizing hostel.
- (c) No commercial activity (unrelated with students) will be permitted in hostel premises.
- (d) Other students are not permitted to stay in the building/floor/block offered to the Institute's students.
- (e) All taxes including property tax, municipality tax, local taxes etc. shall be paid by the service provider / agency.
- (f) The Institute will not be liable to pay maintenance charge or any charge for the normal wear and tear of fittings and fixtures installed in the premises. At the time of exiting from the premises, Institute is not liable to whitewash the premises.
- (g) The Institute reserves the right to check and inspect the hostel premises on regular basis by the authorized officials in presence of Institute official. In case of any deficiency or deviation in services as mentioned in the RFP documents / agreement, the Institute may impose penalty on the bidder for deficient services. The penalty amount will be decided by the Institute and the decision will be binding on the service provider/building owner.
- (h) The institute is not responsible if the student decides not to reside in the premises, if he/she is not satisfied with the services of the service provider / agency.
- (i) In case of any problem / discipline issues raised between the students of the Institute and the

employees of the agency then it will be dealt by the Institute. The basic discipline and business rules for students will be shared by the institute with the agency. Discipline action can be taken only by the institute.

- (j) In case of any damage, the service provider / agency should inform the Institute within three working days for a joint inspection.
- (k) In case of any change in the terms and conditions of the RFP, the bidder shall provide the cost for transportation, shifting and other expenses related to the change. The decision of The Director, IIIT Vadodara would be final and binding.
- (l) The bidder agency shall provide the contact details (phone, email, address) of the nodal officer. The Institute will contact this nodal officer for day to day hostel functionality.
- (m) The agreement may be terminated by giving 03 months' notice by the either party to the agreement. However, during such notice period the premises / accommodation along with all ongoing facilities shall remain in the possession of the Institute and building shall be vacated at the end of the academic semester.
- (n) Within 01 weeks from the date of receipt of work order, the vendor shall deposit with the Institute a sum of **Rs 50,000.00** as Performance Security by way of Demand Draft for the due performance of the contract. The Institute will be at liberty to forfeit the deposit if the Contractor fails to honour his/her commitments in any manner whatsoever. The deposit will not bear any interest and the same shall be refunded to the Contractor on due performance of the contract after adjusting dues, if any, on this account.
- (o) Performance of Vendors: IIIT Bhagalpur shall assess the contractor/vendor's overall performance with respect to quality and adherence to time schedule of work done at regular interval and take a decision regarding assigning further work in case the performance of the contractor/vendor is found to be unsatisfactory by IIIT Bhagalpur. The decision of the Competent Authority of IIIT Bhagalpur or any other officer authorized by him shall be final and binding on the contractor/vendor for the purpose of determining "satisfactory services".
- (p) Force Majeure: If either party is prevented from the performance of its obligations in whole or in part for reasons of Force Majeure, viz., acts of God, acts of Government, acts of public enemy, war, hostility, civil commotion, blockade, sabotages, riots, fire floods, earthquake, explosions, epidemics, strike and lawful lockout, the period of Force Majeure shall be excluded accordingly. If force Majeure event(s) continue beyond the period of three months, the parties shall hold consultation to chalk out the further course of action. Neither party can claim any compensation from the other party on account of Force Majeure.
- (q) **Termination of Contract**
 - I. If the contractor/vendor is adjudicated insolvent by a Competent Court of Law or files for insolvency or the contractor/vendor Company is ordered to be wound up by a Competent

Court.

- II. In the event of unsatisfactory service or failure on the part of the contractor/vendor or if the contractor/vendor shall neglect to execute the work with due diligence or expedition or shall refuse or neglect to comply with any reasonable order given to him by IIT Bhagalpur in connection with work or shall contravene the provisions of the contract, IIT Bhagalpur shall have the option to declare the contract as cancelled and may get the work executed by any alternate sources at the contractor/vendor risk and cost. In such an event the contractor/vendor shall have no claims whatsoever against IIT Bhagalpur in consequence of such termination of the contract. The decision of IIT Bhagalpur in terminating the contract will be final and binding on the contractor/vendor.

Dated: 16.04.2026

Sd/-
Dr. Gaurav Kumar
Registrar

ANNEXURE -I

(On bidder's letterhead)

**To,
The Registrar,
IIIT Bhagalpur,**

It is certified that the premises offered are free from all encumbrances, claims and legal disputes and it is our responsibility to keep the institute indemnified against a dispute (if any) related to this offered premises in future.

Date &
Place:

Seal of the bidder:
(Signature of the authorized Signatory)

Name of signatory:

Please also give following details in case of offered premises is mortgage with any bank or financial institution.

Name and Address of mortgagee:

Period of mortgage:

(strikeout this portion if not applicable)

Date & Place:

Seal of the bidder:

ANNEXURE-II

RFP Ref No. IIITBH/REG/ /2026-27/

Dated:

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

| Sl. No. | Requisite Information | Bidder Response |
|----------------|---|------------------------|
| 1 | Name of the Building Owner(s)/Bidder | |
| 2 | Full Address of the bidder | |
| 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 (Attach Google Map Location as proof) | |
| 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 Bhagalpur Premises . | |

| | | |
|----|--|--|
| 10 | Road width (In Feet)/ Landmark where the accommodation is situated. | |
| 11 | If Building is as hostel (Yes/No). | |
| 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 of all buildings 2. Electric Bills (past three months of all buildings) | |
| 15 | Agreed to provide all amenities as per RFP document as mentioned in clause No.- 5 of RFP document. | |
| 16 | Agreed to sign for a period of two years which may be extended for a period of another one year ? | |
| 17 | Name of Contract Person & Mobile No. | |
| 18 | Details of Bank: Name of Bank: Account No.: Account Holder name: IFSC Code: MICR Code: | |
| 19 | Payment Terms agreed as Specified in RFP 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 Bhagalpur reserves its rights to take such action as it may deem fit in such an eventuality.

Date..... Place:

(Signature of the authorized Signatory)

Name of signatory:

ANNEXURE-III

FINANCIAL BID

**RFP OF HIRING OF VENDOR FOR PROVIDING HOSTEL ACCOMMODATION FOR
MINIMUM OF 260 STUDENTS OF IIIT BHAGALPUR**

Building:

Seat Rent (including services mentioned in the clause Sl. No -5 of RFP document) Per Student per Month:

In Figures (Rs.) :

In Words (Rs.) :

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

(Signature of the authorized Signatory)

Name of Bidder:

Date. Place.