



**OFFICE OF THE PRINCIPAL**  
**INSTITUTE OF FASHION TECHNOLOGY KERALA**  
[A Government of Kerala Institution]  
Affiliated to University of Kerala, & Approved by AICTE, New Delhi  
Vellimon West PO, Kollam – 691511

Notice inviting BIDS for Hiring Building / Accommodation for Girls Hostel for the  
Girl Students of Institute on Monthly Rental Basis

No: 18 / B / IFTK / 2024

Dated: 17<sup>th</sup> May 2024

- (1) Institute of Fashion Technology Kerala (IFTK), Vellimon West P.O, Kollam intends to hire a building for Girls Hostel on monthly rent basis. The premises should be within a radial distance of 5 kms from the office of the Institute of Fashion Technology Kerala, Vellimon West P.O, Kollam - 691511. The total covered area required for the Girls Hostel is around 5000 SQFT of carpet area as a single unit (excluding the common area like lift, staircase etc. if it is a multi-storied building). The details and bid forms can be obtained from the office of the Principal, Institute of Fashion Technology Kerala on all working days till 5.00 PM from 17/05/2024 to 27/05/2024 or can be downloaded from [www.iftk.ac.in](http://www.iftk.ac.in)
- (2) Interested parties [PSUs, Govt. and Non-Govt.] may send their sealed offers super-scribed "BID FOR GIRLS HOSTEL ACCOMMODATION ON MONTHLY RENTAL BASIS" in the prescribed format. The terms & conditions of the bid / tender can be downloaded from the website. The offers [Technical and Financial Bids separately], in the prescribed format, must reach the office of "PRINCIPAL, Institute of Fashion Technology Kerala, Vellimon West P.O, Kollam - 691511 either by speed post or in person on or before 27/04/2024 at 5.00 P.M. No tender will be accepted by FAX or email or any such other means.
- (3) The cost of Tender form is Rs.500/- Rupees Five Hundred Only and Earnest Money Deposit - EMD Amount is Rs.5000/- (Rupees Five Thousand Only)

Last date for receipt of tender: 27.05.2024, 5 PM  
Time for opening of bids: 28.05.2024, 11 AM

Principal  
Institute of Fashion Technology Kerala  
Vellimon West P.O, Kollam - 691511





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**REQUIREMENT OF GIRLS HOSTEL ACCOMMODATION ON MONTHLY RENTAL BASIS**

Institute of Fashion Technology Kerala (IFTK), Vellimon West P.O, Kollam, Kerala 691511 is looking for building for Girls Hostel Accommodation on monthly rent basis of around 5000 sq ft of carpet area. Interested parties [PSUs, Govt. and non-Govt.] may submit their bids on or before 27/05/2024 till 5 PM either in person or by speed post to the Office of the Principal, Institute of Fashion Technology Kerala (IFTK), Vellimon West P.O, Kollam, Kerala – 691511

**1. Terms and Conditions**

- (1) The Space / Building Offered should be ideal for running the Hostel and it should have the capacity to accommodate minimum 40 students
- (2) The building should be covered by surrounding wall and it should be safe and there should be gate for avoiding any unauthorized entry.
- (3) If the building is multi-stored, there should be provision of Staircase properly secured with Hand rails
- (4) Minimum Carpet area is 5000 SQFT and this includes only the space the rooms, common study room and Kitchen etc. Lobby and passageways will not be covered under the minimum carpet area requirement.
- (5) The building should be fully completed and to be ready for occupation.
- (6) The maximum distance of the building from Institute should not exceed 5 KMS in the shortest route
- (7) The property should have electrical connection from KSEB.
- (8) The building should not be under possession and it should of ownership either by a single person or group of person or an organization.
- (9) The space offered should be free from liabilities and litigation with respect to its ownership, lease, rent, etc. and there should be no pending payments against the same.
- (10) The property offered should be well-connected by the public transport at a fair distance and should be easily accessible.
- (11) Clearances / No Objection Certificates from all relevant Central / State Government and Municipal Authorities for use as residential building confirming to the rules and regulations of Corporation of Kollam / Municipality / GCDA along with the documents in support of ownership of the land and building thereon must be submitted with the technical bid.
- (12) The tender will be acceptable only from owners of land & building / property. Sub-lease may be considered subject to clearance from Head office – Director, Centre for Continuing Education Kerala, Thiruvananthapuram
- (13) Tender not confirming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- (14) Any form of canvassing / influencing the bid will attract rejection of bid submitted by the bidder.
- (15) Offers from Govt. departments/organizations shall be preferred.
- (16) All disputes will be subject to adjudication of High Court of Kerala.
- (17) Department will not pay any brokerage for the property offered.





- (18) The initial lease will be for a maximum period of three years and may be renewed further for two years at a time.
- (19) Lease / Rent agreement will be formalized in the proforma of Standard Lease Agreement as applicable for Govt. Departments. Revision of Rent is not applicable for the initial two years period.
- (20) The technical bids should be accompanied by the following documents:-  
Please also see Pre-Qualification criteria as per Annexure III
  - a. Documents in support of ownership of building / Land and construction thereon.
  - b. Copy of PAN Number of original owner of the premises
  - c. Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
  - d. Copy of the Recent KSEB Bill Payment
  - e. Copy of the recent building tax paid
  - f. Copy of the Title Deed of the Land
  - g. Copy of the Land Tax Receipt

## **2. PROCEDURE FOR SUBMISSION OF TENDER**

The offers are entertained in two bid system i.e.

- (a) The first envelope containing techno commercial information and
- (b) Expected rent and Advance Required

1. Both the bids (technical and financial) duly signed by the owner or his authorized signatory should be sealed in two separate envelopes as described below:
  - (a) **Envelope 1** containing technical bid in Annexure-I duly completed in all respects along with all relevant documents.
  - (b) **Envelope 2** containing the financial bid, as prescribed in the Annexure – II showing rates, financial terms and conditions, etc.
2. Both the envelopes should be Superscribed in bold letters with the statements 'TECHNICAL BID FOR GRILS HOSTEL ACCOMMODATION' or 'FINANCIAL BID FOR GRILS HOSTEL ACCOMMODATION', as the case may be.
3. Finally, the above-mentioned two envelopes should be sealed in a single cover and addressed to " THE PRINCIPAL, Institute of Fashion Technology Kerala (IFTK), Vellimon West P.O, Kollam, Kerala – 691511" and must reach on or before the closing time and date as indicated in this tender document.
4. The Technical Bid should be accompanied by the documents as indicated in para 20 above, without which the tender will be considered incomplete and hence, summarily rejected.
5. The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender.
6. **Only those technical bids which satisfy all the pre-qualification criteria mentioned in Annexure III shall be considered for Evaluation**
7. **Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.**

## **3. PROCEDURE FOR OPENING OF TENDER:**

1. The tender will be opened on 28/05/2024 at 11.00 AM in the office of Principal, Institute of Fashion Technology Kerala, Kollam Kerala – 691511.
2. While opening the tenders, the envelopes containing Technical Bids shall be opened first. The Technical bid will be evaluated by an Evaluation Committee set up by the Office of



Principal, Institute of Fashion Technology Kerala, Vellimon West P.O, Kollam, Kerala 691511.  
The Evaluation Committee will open Financial Bid after evaluation of the Technical Bids.  
Financial Bids of only the technically qualified bidders will be opened.

3. The Evaluation Committee shall visit the space offered by bidders to ascertain the suitability of the location / space and other facilities / utilities available. The assessment of the Evaluation Committee would be one of the major criteria for evaluation of the technical bids. The score of the technical bids by the Evaluation Committee would be as per the technical evaluation criteria prescribed in **Annexure III**
4. The bidders would be qualified for opening of their Financial Bids subject to evaluation of the Technical Bids submitted and satisfactory report from the Committee after visiting the premises. The date, time and place for opening of financial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or telephone or post. The bidders, if they so desire, can depute their representatives for opening of Financial Bids.

#### **4. EMD and Cost of TENDER FORM**

The tender with EMD and Cost of Tender Form of Rs.5500/- (Rupees Five Thousand and Five Hundred only) in DD drawn in favour of "THE PRINCIPAL, INSTITUTE OF FASHION TECHNOLOGY KERALA" payable at KUNDARA, from any Nationalized/Scheduled Bank, or through Bank Transfer (NEFT) in the account details – [State Bank of India, Account Name: The Principal Institute of Fashion Technology Kerala, Account No: 67113919214, IFSC: SBIN0070064, Branch: Kundara] shall be submitted along with the Tender Form – Technical BID"

**EMD Amount: Rs.5000/-**  
**Cost of Tender Form: Rs.500/-**



**ANNEXURE - I****TENDER DOCUMENT – TECHNICAL BID FOR HIRING OF BUILDING FOR GIRLS HOSEL  
ACCOMMODATION ON RENTAL BASIS**

<b>S.N</b>	<b>Particulars</b>	<b>Documents to be submitted</b>
01	Full Particulars of the Legal Owner of the Premises  (a) Name  (b) Address  (c) Telephone and Mobile Number  (d) PAN Card No:	Copies of PAN Card and Aadhaar Card
02	a) Complete address with brief description and location of the accommodation offered.  b) Whether commercial or dual use (residential-cum-commercial)  c) Radial Distance (approx.) from IFTK, Vellimon West P.O, Kollam 691511	Documents in support of ownership of building / Land and construction thereon.  Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.  Copy of the Recent KSEB Bill Payment  Copy of the recent building tax paid  Copy of the Title Deed of the Land
03	Total area offered for rent (floor wise) in sq ft.  Ground Floor  First Floor  Other Common Areas	Building Approved Sketch – Building Plan





04	<p>a) whether electrical installations and fittings, power plugs, switches etc., are provided or not.</p> <p>b) whether building has been provided with fans or not (if yes, the number of fans – floor wise)</p> <p>c) whether provisions for Air conditioning with power points available or not?</p>	Attach the recent KSEB Bill
05	Clearances / No objection Certificates from all relevant Central / State Government and Corporation / Municipal Authorities including Fire Department for use as residential building conforming to the Corporation / Municipality Rules and Bye-laws	<p>Copies of all clearances / No Objection Certificates from all relevant Central / State Government and Corporation / Municipal Authorities</p> <p>Copies of approved plan of the office space being offered</p> <p>Documents in support of ownership of Building / Land and construction</p>
06	Total number of Bathrooms and Toilets available in the building for usage	
07	Total number of rooms available for accommodating Girl Students including all floors	
08	Any other salient aspect of the building, which the party may like to mention	



**Declaration:**

- i. I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid 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/our knowledge and belief and in the event of any of the same being found to be false, I/We shall be liable to such consequences /lawful action as the Department may wish to take.

Signature: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**ANNEXURE - II****TENDER DOCUMENT – FINANCIAL BID FOR HIRING OF BUILDING FOR GIRLS HOSEL  
ACCOMMODATION ON RENTAL BASIS****Full particulars of the legal owner of the premises**

a) Name \_\_\_\_\_ :

b) Address (Office &amp; residence) \_\_\_\_\_ :

c) Telephone &amp; Mobile No. \_\_\_\_\_ :

d) Address of Property offered \_\_\_\_\_ :

SN	Particulars	Amount Quoted Rs.
01	First Floor – Rooms (Carpet Area ) _____ SQFT	
	Ground Floor – Rooms (Carpet Area) _____ SQFT	
	Utility Area like Parking space _____ SQFT	
	Taxes (if any)	
	Total Monthly Rent expected	
	Advance amount Required (in figures)	

**Amount in words**

Total Monthly Rent quoted: Rupees \_\_\_\_\_ only

Total Advance Expected: Rupees \_\_\_\_\_ only

***(To be returned back without interest after the contract period)***

Signature: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Address: \_\_\_\_\_





**Pre-Qualification Criteria****ANNEXURE -III**

(1)	Minimum 5000 SQFT (Only rooms) to be available excluding the lobby / parking and steps/ stair case
(2)	24 Hours of Electricity and Water Supply
(3)	Documents in support of building like Building tax, Ownership certificate, Land Tax receipts
(4)	Copies of all clearances / No objection certificates from all relevant Central / State Government and Municipal Authorities for using as Residential Building

**Note: Only those bids which satisfy all the 4 qualification criteria mentioned above shall be considered for Evaluation**

