

EXPRESSION OF INTEREST (EOI)
FOR
HIRING OF RESIDENTIAL ACCOMMODATIONS
FOR
THE FACULTY/OFFICERS OF THE INSTITUTE

EOI No.32/2019-20

Issued by:

ESTATE OFFICE
I.I.T. KANPUR



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

ESTATE OFFICE
ROOM # 101D, FACULTY BUILDING
Ph # 0512-259-7728, 7166, E-mail: eoffice@iitk.ac.in

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE**

EOI No. 32/2019-20 dated 21.02.2020

Sub: EOI for Hiring of Residential Accommodations for the Faculty / Officers of the Institute.

Indian Institute of Technology Kanpur (hereinafter referred to as the 'Institute') established by the Parliament and incorporated as a body corporate, is an Institute of National Importance declared as such under the Institutes of Technology Act, 1961. The Institute is engaged in imparting meaningful education, to conduct original research of highest standards in the area of Science and Technology and to provide leadership in technological innovation.

The Institute is desirous of hiring 30-50 Nos. of Residential Accommodations of about 1200 to 1500 Sq.ft. each of built up area on lease basis in the close vicinity of its campus for residential use of Faculty & Officers of the Institute.

- 1) The EOI document is available on Institute's webpage www.iitk.ac.in/estateoffice/tender and can be downloaded from there. The EOI document consists of part one and part two, besides two Annexures.
- 2) The prescribed EOI form duly filled by the applicant in all respects should be delivered in sealed envelope addressed to the **Officer-in-charge, Estate Office, IIT Kanpur, latest by March 05, 2020 up to 15:00 hrs.**
- 3) The EOIs would be opened on **March 05, 2020 at 16:00 hrs in the Estate Office, IIT Kanpur** in the presence of the designated Committee of the Institute and the authorized representative(s), if any, of the parties submitting the EOI. However, in case the said date is to be deferred, the same would be communicated through the above mentioned webpage of the Institute as such, the respective parties should keep watching the webpage for any information in this regard. The parties would be required to meet the Committee for presentation (to satisfy all material questions pertaining to their proposals), interview and finalization of the offer.
- 4) The Institute reserves the right to accept / reject any or all EOIs without assigning any reasons, whatsoever.

Officer In-Charge, Estate

Copy to:

1. Director
2. Deputy Director
3. Dean, Administration
4. All Notice Boards
5. Institute website.

Applicant's Signature

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE
GUIDELINES, INVITATION AND SUBMISSION OF EOI

Scope of Hiring of Residential Accommodation:

1. It will be preferred to have all the accommodations in one building / premises of single owner.
2. The accommodations should be ready to move in with all necessary services / amenities like water supply, electricity, security, fire and safety arrangements etc.
3. Each accommodation should have its separate and independent covered car parking.
4. Each Accommodation should have the DG power supply back up of at least 1 kilowatt. Facilitating the said arrangement shall be the responsibility of the owner. The electricity consumption including the DG supply shall be paid by the residents on actual consumption basis.
5. Preferably, there should be PNG pipe line in the accommodation. The Institute shall take the connection in its name and cost.
6. The building should have been constructed as per the sanctioned / approved plan of the Competent Development Authority. Age / Structural condition of building would have to be made available to the Institute by the owner. A copy of structural stability certificate issued by the RERA (if applicable) and a structural engineer registered with the Regulating Authority i.e. by SUDA (State Urban Development Agency) / concerned authorities must be enclosed with the EOI.

Additional requirements:

7. The owner of the complex will provide the accommodations with fresh internal distempering / whitewashing on the walls for which necessary charges shall be paid by the Institute.
8. The ceiling fans and electrical fixtures, if not already provided as per the requirement, shall be provided by the Institute. However, the owner can also install them on its own on chargeable basis. The said fans and fixtures shall be the property of the Institute and the same would be subject to be taken out from the accommodation after the expiry/termination of the lease deed.
9. The owner shall have to make available the accommodations within 30 to 45 days after written clearance by the Institute.
10. The buildings should be free from various hazards specially from the hazards like fire, water logging, flood etc. Adequate safety measures like fire extinguishers, emergency exits should be provided in the premises.

Property ownership Rights and Lease rent etc.:

11. The residential accommodations offered in the Eoi must be free from all encumbrances, charges, claims and legal disputes etc. The land lord/owner is required to furnish an undertaking /affidavit to this effect. The onus shall be on the party submitting the Eoi to prove that the residential accommodations being offered have no dispute in regard to the property ownership. The lease shall be

Applicant's Signature

in the name of the Institute and not in the name of individual residents. The Institute shall be at liberty to provide any of the leased residential accommodations to any of its Faculty or Officers from time to time at its sole discretion and the same shall not be subject to question. The lease agreement shall be for three years in one instance. The rent and maintenance charges shall be paid by the Institute and not by the occupants.

12. The party submitting the EOI should invariably quote in **Annexure-I** the monthly lease rent for each residential accommodation which must be all inclusive save the maintenance charges, meaning thereby that it should include all the taxes that may be payable on the part of Institute. The rent shall remain the same for the entire period of lease and no increases shall be allowed during this period.
13. The party should also mention the maintenance and other charges which are to be taken into account.

Earnest Money Deposit (EMD):

14. The applicant must deposit an earnest money deposit of ₹ 10,000/- through Bank Draft drawn in favour of "Registrar, IIT Kanpur" payable at 'Kanpur'. Any EOI not accompanied with the EMD shall be summarily rejected. The EMD should be kept in separate open envelope and be submitted along with the Technical EOI.
15. The EMD would be refundable of such applicants whose EOIs have not been accepted. The same would be refunded after 60 days after opening of financial EOI subject to application being made by the respective applicant in this behalf.
16. The EMD would be forfeited, if the party whose EOI has been finally accepted, fails to sign the lease deed with the Institute within the prescribed period.

Contact Information:

17. For any contact or information, the Officer In-Charge, Estate Office, may be contacted presently at Room No.101A, Faculty Building, Indian Institute of Technology Kanpur, Kalyanpur, Kanpur - 208016, U.P., India, Ph # 0512-259-7728,7166, Email: eoffice@iitk.ac.in

Submission of the EOI:

18. Applicants will submit their applications with all relevant enclosures in the prescribed format in sealed envelope clearly marked "**Expression of Interest (Eoi) for Hiring of Residential Accommodation for Faculty & Officers of the Institute**" so as to reach on the abovementioned address on or before **March 05, 2020 up to 15:00 hrs.**
19. Each and every page of the Eoi document must be signed under seal by the applicant.
20. Incorrect, incomplete, inadequate information may lead to rejection of the application. Canvassing in any form may also lead to summary rejection of application.
21. Annexure-1 is an invariable part of this Eoi document which shall have to be compulsorily filled, signed and executed by the applicant. No column is to be left blank. In case of any columns not being applicable, then "NOT APPLICABLE" should be clearly mentioned against such particular column.

Validity of Eol:

22. The Eol shall remain valid for 60 days from the date of submission.

Condition under which EOI is issued:

23. The EOI is not an offer and is issued with no commitment. Institute reserves the right to withdraw EOI and/or vary any part thereof at any stage. Institute further reserves the right to disqualify any applicant at any stage.

Submission of Eols:

24. The offer/Eol would be in two - parts i.e. the (a) Technical Eol and (b) Financial Eol. The Technical Eol would consist of all technical details along with commercial terms and conditions and supporting documents. Financial Eol should indicate the prices (such as rent, maintenance charges etc.).

(i) Technical Eol: Technical Eol should contain the following:

- a. Earnest money deposit (in separate open envelope)
- b. Application in **Annexure-I** .
- c. Ownership document of the building/residential accommodations.
- d. Fire/safety certificate from fire safety department.
- e. Structural safety certificate from competent authority.
- f. Document for sanctioned Electricity load.
- g. Income Tax /PAN/GST Registration Certificates.
- h. Other requisite documents in support of Eol.
- i. Certificate issued by RERA subject to applicability.

(ii) Financial Eol: Financial Eol would be submitted in **Annexure-II**.

25. Each of the abovementioned Eols should be submitted in separate sealed envelopes. The envelope containing the Technical Eol should be clearly marked as **“Technical Eol for hiring of residential accommodation by IIT Kanpur”** and the envelope containing the Financial Eol should be clearly marked as **“Financial Eol for hiring of residential accommodation”** respectively.
26. Thereafter both the envelopes containing the Technical Eol, Financial Eol, would be placed into a larger envelope and sealed. This larger envelope shall bear the submission address i.e. Officer-in-Charge, Estate Office, Faculty Building, IIT Kanpur - 208016 duly marked as **“EOI FOR HIRING OF RESIDENTIAL ACCOMMODATION FOR IIT Kanpur”**. It will also mention the name of the party submitting the Eol.

Opening of Eol:

27. The Eols submitted will be opened on March 05, 2020 at 16:00 hrs in Estate Office in the presence of the members of selection committee duly constituted by the competent authority of the Institute and the authorised representatives, if any, of the parties having submitted the Eols. First of all, the Technical

Eols would be opened and would thereafter be assessed on Technical parameters. The Financial Eols would be opened only in respect of such parties who would have qualified on technical parameters.

28. After opening the Technical Eols, the selection committee shall visit the premises / buildings wherein the residential accommodations offered are situated and assess their suitability on various aspects i.e. their proximity, suitability, ambience and location etc. Thereafter, the same would be finally assessed on all technical parameters.

Technical Parameters:

29. The technical parameters (100 points) would be as follows:
- | | |
|---|-------------|
| (a) Annexure-I | - 60 points |
| (b) Various certificates submitted in support of the Eol. | - 20 points |
| (c) Proximity, suitability, ambience, facilities provided and location of the accommodations offered. | - 20 points |

Selection Procedure:

30. The residential accommodations would be selected on the basis of technical assessment and the rent quoted in the financial Eols. However, the lease rent shall be negotiable and would be determined with mutual consent of both the parties.

Signing of the Lease Deed and its Registration:

31. After selection and finalization of the accommodations to be hired, the owner concerned shall be bound to sign a lease deed within 30 days of the receipt of the acceptance letter from the Institute in this regard. The lease deed is to be duly registered with the competent authority without any lapse of time. The registry charges and stamp duties thereof shall be borne by the Institute.

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE**

TERMS & CONDITIONS FOR HIRING OF RESIDENTIAL ACCOMMODATIONS

Essential Conditions:

1. Building/Accommodations offered must be free from all encumbrances, charges, claims and legal disputes etc.
2. However, should it emerge subsequent to the signing of the lease deed that there is any dispute of property ownership in regard to the leased property and the Institute is made to suffer in financial terms in any manner in this regard, all the expenses incurred thereto as well as the lease rent shall be recoverable by deducting the same from the lease rent, security deposit and/or through other lawful means.
3. The building should have been properly constructed according to the sanctioned plan of competent authority as per the requirements of Municipal Corporation /Nagar Panchayat / KDA / Awas Vikas Parishad, as the case may be, and as per the approved safety plans.
4. The water proofing of the slab of the building should be with a guarantee of entire lease period including the extended period, if any. If it is for lesser period, it will have to be renewed from time to time to cover up the remaining lease period at the cost of the owner. However in case of any leakages etc., the owner shall be solely responsible to immediately remedy the same at its own cost.
5. Providing and arranging the security of the accommodations and the building premises shall be the responsibility of the owner.

Tenure of the Lease Deed:

6. The lease shall be initially for a period of three years which may be extended for further period as per requirement of the Institute subject to consent of both parties.

Lease Rent & Other Charges:

7. The lease rent would be as per the rate agreed upon between the parties.
8. Service/Maintenance charges, if any, should be mentioned. However, the Institute would not be liable to pay any Holding Tax or dues for hired building/premises.
9. All property tax, all municipality tax, local taxes will be included in the rent. The owner shall invariably furnish the details of the same i.e. the Property tax, all Municipal Taxes and other Local Taxes being levied and paid in respect of the accommodation offered.

Security Deposit:

10. The owner shall be bound to submit a Security deposit amounting @ 10% of the annual rental value duly rounded off to the next thousand in form of a Bank Guarantee which must be valid for six months after the expiry of the Lease Agreement period.

Applicant's Signature

Payment of rent & other dues:

11. The owner shall submit the bills of all the dues i.e. the rent, maintenance and other charges to the Institute from time to time.
12. The Institute will thereafter process the bills and the same would be paid as far as possible within 30 days after submission of the bill. It is made clear that the Institute shall pay no interest etc. for any delay which may be caused in the payments due to some unforeseen circumstances. Payment will be made by cheque/RTGS/NEFT/PFMS month wise on submission of bill.
13. The owner shall invariably submit the details of its bank account i.e. name of the bank, account no. & IFSC to enable the Institute make the payment.
14. The Institute will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the Building premises.
15. The Electricity charges and DG power supply charges would be paid by the respective residents directly on their own.

Arbitration:

16. In the event of any dispute arising between the land lord/owner and IIT Kanpur during the currency of the contract or after conclusion thereof, the same shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitrator to be appointed by the Director, IIT Kanpur whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator, the Director, IIT Kanpur may appoint a new arbitrator. The venue of arbitration shall be the respective office of the sole arbitrator or a place suitable to IIT Kanpur unless otherwise specified in the arbitral award. The cost of such arbitration shall be equally borne by the parties.

Penalty:

17. The Institute reserves the right to check and inspect the leased premises on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the Agreement, the Institute may impose adequate penalty on the building owner for such deficient services. The penalty will be decided by the expert committee of the Institute and the decision in this regard will be binding on the building owner.

Termination:

18. The Agreement may be terminated by giving three months' notice by the Institute. However, during such notice period, the buildings/accommodation along with prevailing facilities shall remain in the possession of the Institute. The tenancy shall be governed by the prevailing law as applicable to the parties. The owner shall not withhold any facility / amenities provided in the building during this period.

Institutional and Organisational Arrangement:

19. The Officer In-Charge, Estate Office of the Institute or any other nominated officer shall administer the contract.

Applicant's Signature

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE**

EOI No. 32/2019-20 dated 21.02.2020

TECHNICAL EOI

EOI for Hiring of Residential Accommodation for Faculty & Officers of the Institute.

1. Name of the Building / Complex / Premises: :

2. Location with Complete Address :

3. Name & address of the owner(s) of property along with contact no(s). :

4. Name & address of the authorised signatory if any along with contact no(s). (Copy of authority letter issued/resolution passed in this behalf must be enclosed) :

5. No. of residential accommodation offered :

6. Built up / super built up area of each accommodation offered :

7. Services available in the accommodation

- (i) Electricity :

- (ii) Water supply :

- (iii) PNG :

- (iv) Any other services such as security etc. :

8. Any other facility available in the building / complex / premises like Club / convenient shopping, etc. :
9. Arrangement/details of DG power supply and the charges per accommodation payable thereof. :
10. Time required to hand over the accommodations after signing the agreement :
11. Other relevant information, if any :

Signature: _____

Name of Authorized Signatory: _____

Full Address: _____

Telephone / Mobile No.: _____

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE**

EOI No. 32/2019-20 dated 21.02.2020

FINANCIAL EOI

1. Monthly rent for each accommodation including parking. :
2. Membership charge of any other facility like club, etc. (specify the particular facility along with charges there-for). :
3. Charges for fresh internal painting/white washing for each accommodation. :
4. Advance lease rent required, if any. :

Signature: _____

Name of Authorized Signatory: _____

Full Address: _____

Telephone/Mobile No.: _____