

**Tender Ref. No.:** MSU/PRO/TEN/140/2025

**Date:** 07<sup>th</sup> March, 2025

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF SERVICE PROVIDER  
HOSTEL ACCOMMODATION,  
SINGTAM CAMPUS, SIKKIM**

- |  |   |                      |
|--|---|----------------------|
| 1. Date of Issue of EOI                      | : | 07/03/2025           |
| 2. Last Date & Time of receipt of EOI        | : | 17/03/2025, 5:00 PM  |
| 3. Time & Date for opening of (EOI Document) | : | 18/03/2025, 12:00 AM |

**1. Introduction: -**

Medhavi Skills University (MSU), Sikkim invites Expression of Interest (EOI) for hiring of building for Empanelment of service provider for hostel accommodation for students (For Boys & Girls) located in and around Singtam, as per following details:

- i. Minimum 20 rooms to accommodate at least 50 students, with separate Boys and Girls Hostels.
- ii. Each room must be furnished with beds, mattresses, personal cupboards, study tables, and chairs.
- iii. A dining hall with a kitchen space and mess facility is required.
- iv. University reserves the right to increase or decrease the beds as per the requirements.
- v. The contract term shall be for an initial duration of three years, with the possibility of annual extensions for up to two additional years, subject to mutual agreement. The University reserves the right to terminate the contract with immediate effect if the service provider fails to uphold the stipulated standards or comply with the university's guidelines and requirements during the tenure of the agreement.
- vi. Additional facilities such as a common room, open area, gym, study space, sick room and recreation space must also be provided as per university requirements..
- vii. One office and residency space for Hostel Warden in Boys and Girls Hostel both, will be utilized by the staff deputed by MSU.
- viii. MSU reserves all the rights to empanel more than one service providers as per terms and conditions laid down by the university.
- ix. Documents to be Submitted:
  - a. Technical Bid
  - b. Financial Bid
  - c. Property Registration Certificate

**2. Location:** Suitable area under preferably upto 3 Km radius of MSU Campus @ Topakhani, Singtam. Preference will be given to properties closer to the campus.

**3. Process for Submission of EOI: -**

- a. The interested firms/parties/owners should apply and submit their EOI and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids – all duly signed.

**MEDHAVI SKILLS UNIVERSITY, SIKKIM**

(Estd. under the MSU Act, Sikkim 2021)

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Bermiok Campus: Ratamatey Thangsing, Barnyak-Barthang GPU, Bermoik, West Sikkim – 737113



[www.msu.edu.in](http://www.msu.edu.in)



[contact@msu.edu.in](mailto:contact@msu.edu.in)



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- b. Interested parties must submit their EOI along with all required documents via email. Email Address for Submission: **tenders@msu.edu.in**. The subject line of the email should state: "Expression of Interest (EOI) for Hiring of Building for Hostel Accommodation" on or before 17/03/2025 (05:00 PM).
- c. The Firm should ensure that it complies with the requirements as per details before applying for EOI. The interested firms are advised to read carefully the entire EOI document before submitting their EOI and the EOI documents not received in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- d. Interested parties should return the complete expression of interest document, including Annexure-A, duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions.
- e. The bid will be opened at MSU on 18/03/2025 up to 12.00 A.M. in the presence of the authorized officers of the University.
- f. Exact rate of rent can be mentioned at the of time submission of Bids/Tenders.
- g. The charges for electricity power consumption (as per electricity provider) will be payable by the MSU whereas all other tax and cess liabilities are to be borne by the building owner.

Parties interested to offer their building premises with prospect of meeting the above requirements may prepare their EOI with the following details of the premises and submit their offers in sealed envelope Annexure "A".

#### **4. Inspection/Visit of locations:**

MSU shall have the right to inspect the location & premises to check the suitability of the premises for MSU Hostel along with technical criteria (Annexure A).

#### **5. Amendment to EOI:**

At any time prior to the last date of submission of EOI's, MSU may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the EOI document by issuing corrigendum/addendum. Corrigendum/addendum to this EOI shall be published in the site [www.msu.edu.in](http://www.msu.edu.in) only.

**6.** The vendor/representative/owner of company may visit MSU, and understand the scope of work completely before participating in the EOI process same and seek clarifications if so desired after receiving conformation through given email id.

**7.** MSU reserves the right to accept in part or in full or reject any or more EOI's without assigning any reasons or cancel the EOI process and reject all EOI's at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidders.

#### **8. Terms of payment**

- a. The payment disbursed/released on the basis of mutual agreement by the both parties.

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- b. The monthly payment of rent shall be subject to deduction of taxes as per rules.
- c. The MSU, may, at any time during the currency of the lease period make such structural alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable.

For Medhavi Skills University



**Registrar's Office**

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**Annexure “A”**

**Please indicate whether the following technical facilities & their documentations are available or not.**

Sl. No	Particulars	Detail with Proof
<b>A-1</b>		
1	Full Particulars of the Legal Owner of the premises i) Name ii) Address(es) iii) Telephone Numbers a) Business b) Residential iv) Tele Fax Number v) E-Mail Address	
2	Full particulars of person(s) offering the premises on rent/lease and submitting the EOI	
3	Complete details of the building viz., i) Postal Address ii) Location iii) No. of Floor iv) No. Rooms v) Size of Rooms vi) Total Area of Hostel	
4	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like (Enclose copy of Affidavit from owner or Power of Attorney holder)	
5	PAN No. of the company/firm/Owner/Party. (Copy Proof thereof should be submitted)	
6	GST of the company/firm. (Copy Proof thereof should be submitted)	

<b>A-2</b>		<b>Please Mentioned Yes or No clearly</b>
1.	Quantum of Open ground available, if any	
2.	Hostel buildings are required 20 rooms to accommodate 50-60 students and staff members	
3.	Availability of bathrooms, toilets with wash basins in building	
4.	Availability of Legal Water Connection in building.	
5.	Availability of Legal Electricity Connection (3Phase) in building.	
6.	Cleaning should be maintained by owner or room cleaning weakly/daily.	
7.	Hostel shall be airy and sufficiently well-lit with proper ventilation	
8.	Bed/coat & table chair, wardrobe will be provided by owner	
9.	Availability of Geyser electrical fitting facility bathrooms in hostel	
10.	Whether the building has been properly constructed as per the approved plans of Municipal Authorities. Deviations/Disputes, if any has to be mentioned in detail.	
11.	Availability of Kitchen and Dining facility with a sitting capacity for 50- 60 students at a time. (Veg and Non-veg Separate) with benches.	
12.	The building should have suitable provision for living space, office rooms, television room, reading space etc. for the students.	
13.	In addition to 24x7 power and water supply, the building shall have adequate fire protection system adhering to the latest government rules laid down in this regard.	
14.	Nearby Hospital facility with ambulance and medical store facility (mention Details)	
15.	The building must be located in a residential locality, shall have decent ambience and a wide approach road with sufficient space for parking.	
16.	The building must be walkable distance from market/shopping centers, public transport facility and primary medical facilities.	
17.	Documentary proof of ownership of building, payment of all taxes, duties, dues, telephone, water, electricity charges etc. must be submitted along with this EOI document.	
18.	All existing and future rates, taxes including property taxes, assessment charges and other outgoing whatsoever of description in respect of the said premises shall be payable by the owner thereof.	

19.	Whether the firm/Company has never been blacklisted by any Govt./Non-Govt. agency. /Institutes.	
20.	Availability of Generator Facility in building. (Yes/No) If Yes Please provide the details.	
21.	Facilities for Vehicle Parking (mentioned details)	

All above enclosures must be valid (wherever applicable)

**Offered Quote the monthly rent for hostel.**

S.No	Description	Charges per month (Exclusive GST)
1	Hostel Rent Charges (per month & per room)	

**Bifurcation of meal cost and dining hall charges for reference**

S.No	Description	Charges (Exclusive GST)
1.	Per day full meal charges per person (Breakfast, Lunch and Dinner)	
	Breakfast 25% of Amount Quoted for Sr. No.1	
	Lunch 37.5% of Amount Quoted for Sr. No.1	
	Dinner 37.5% of Amount Quoted for Sr. No.1	
2.	Naked Kitchen and Dining Hall Charges (If MSU plans to provide food facility) per month	

Note: - MSU reserve the right to, avail the food facility or not.

**Any other charges please mentioned in detailed.**

**Declaration:**

- 1- I/We have read and understood the detailed terms and conditions applicable for submission of EOI.
- 2- It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the university may wish to take.

**(Name & Signature of the Parties with seal)**

Date:

Place