



भारतीय प्रबंध संस्थान कोषिकोड़  
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE  
आईआईएमके परिसर डाकघर, कुन्नमंगलम/ IIMK Campus P O, Kunnamangalam  
कोषिकोड/ Kozhikode - 673 570 (केरल/Kerala)

**EXPRESSION OF INTEREST FOR  
PROVIDING HOSTEL SERVICES IN KOCHI FOR UNDERGRADUATE  
PROGRAMME, IIM KOZHIKODE**

**EoI No. 06-20/05/EoI-03/2026-IIMK.GA**

**03.02.2026**

1	Name of the Expression of Interest (EoI)	Providing hostel services in Kochi for undergraduate programme, IIM Kozhikode
2	Expression of Interest (EoI) Document	Expression of Interest (EoI) can be downloaded free of cost from IIMK Website <a href="https://iimk.ac.in/tender">https://iimk.ac.in/tender</a>
3	Period of downloading of Expression of Interest (EoI) from IIMK Website	From 03.02.2026 to 24.02.2026, 02.30 p.m.
4	Last date of submission of EoI	24.02.2026 up to 03:00 p.m.
5	Date of Opening of EoI	24.02.2026 at 04:00 p.m.
6	Mode of Submission of hard copy of the Technical Bid	Can be sent by Speed Post/Registered Post/ Courier or dropped in the Box entitled 'General Administration' in the Admin. Building Reception Counter
7	Address to which Hard Copy of the Expression of Interest (EoI) is to be sent	Chief Administrative Officer Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kunnamangalam, Kozhikode - 673 570
8	Contact Address	General Administration Section Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kunnamangalam, Kozhikode – 673 570 Tel: 0495 – 2809212, 461 Email: <a href="mailto:aaoga@iimk.ac.in">aaoga@iimk.ac.in</a> , <a href="mailto:srcnslt-adminikc@iimk.ac.in">srcnslt-adminikc@iimk.ac.in</a> ,

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## 1. INTRODUCTION:

The Indian Institute of Management Kozhikode (IIMK), one of India's leading business schools, has launched a four-year **Bachelor of Management Studies (BMS)** programme to attract young talent and provide them with high-quality undergraduate management education.

To support the academic and residential needs of BMS students at the IIMK Kochi Campus, the Institute seeks to partner with capable hostel service providers in and around Kochi. The objective is to provide safe, secure, comfortable, and fully-serviced hostel accommodation, including essential amenities and hygienic food services in single or more than one building in the same campus or near vicinity. Through this EOI the Institute intends to hire the buildings, which should be able to provide accommodation along with essential hostel services for the following categories as under:-

- 1.1 Male Students: approximately 150 students
- 1.2 Female Students: approximately 250 students.

## 2. SCOPE OF SERVICES REQUIRED:

### 2.1. Student Capacity

The provider must be able to accommodate approximately 150 male students and approximately 250 female students in separate and secure blocks or buildings in same compound or near vicinity from each other which have to be designated for male and female students. These buildings are to be exclusively designated for the students. The capacity mentioned is tentative and approximate which is likely to be revised based on actual admission numbers.

### 2.2. Room Configuration and Standards

- a. Rooms should be spacious, ventilated, and well-lit, measuring at least 75 square feet for one student.
- b. Each room must be equipped with:
  - Good quality beds with mattresses.
  - Adequate number of study desks and chairs for students.
  - Individual wardrobes with lockable compartments.
  - Fans and adequate lighting fixtures.
  - Attached bathrooms.
- c. Rooms must be maintained in clean, habitable condition and cleaned on a daily basis by housekeeping staff provided by the vendor.

### 2.3. Safety and Security

- a. The hostel premises should provide round-the-clock security through trained security personnel including female security staff for the female hostel.
- b. CCTV cameras must be installed in common areas, entrances, and exits.
- c. Emergency exits, fire extinguishers, and other safety measures must be in place as per applicable regulations.
- d. A designated caretaker must be present at the premises to monitor day-to-day student needs who shall be the point of contact and coordinate with the Institute's Warden for day-to-day operations of the hostels.
- e. Two single residency space for Hostel Warden in Boys and Girls Hostel both, will be utilised exclusively by the staff deputed by IIMK.
- f. The Vendor has to arrange a bio metric system for recording in/out movement of

the students staying.

#### 2.4. Location Criteria

- a. The hostel facilities should be located within a 10 km radius of the IIMK Kochi Campus (Near CUSAT Metro Station).
- b. The buildings should have direct major road access and should be well-connected by public transportation, with easy access to hospitals, markets, and emergency services.

#### 2.5. Food and Dining Facilities

- a. A cafeteria/canteen/mess shall be made available within the Hostel premises. The tentative menu for the information of vendor is attached as Annexure F. The menu and applicable charges shall be mutually agreed upon and confirmed in writing by both Parties during the finalization of EoI. During vacation periods and for unallocated/unoccupied rooms, food charges shall not be levied.
- b. The hostel shall have a well maintained clean and hygienic kitchen with adequate chef and other staff to prepare nutritious vegetarian and non-vegetarian food for the students (North Indian and South Indian cuisines).
- c. The vendor shall ensure separate Bain Mary food warmers for vegetarian and non-vegetarian food. The facility should cater for separate plates and cutlery for vegetarian and non vegetarian students.
- d. The Vendor shall ensure continuous availability of potable drinking water on a 24x7 basis through Reverse Osmosis (RO) and shall maintain an Annual Maintenance Contract (AMC) to guarantee regular upkeep, servicing, and uninterrupted functioning of such system. The water shall be tested on a quarterly basis at a govt authorised lab for checking the quality of water and to take remedial measures in case of any deficiency.
- e. There should be adequate large sized refrigerators for students to store their perishable food/packaged items.

#### 2.6. Internet and Connectivity

- a. The hostel must provide limited/75 GB (per student) high-speed Wi-Fi connectivity with adequate bandwidth to support academic use including video conferencing, online submissions, and group work.
- b. Wi-Fi access should be uninterrupted and available in all rooms and common areas.

#### 2.7. Laundry and Housekeeping

- a. A dedicated covered laundry area must be provided with washing machines and adequate space for drying clothes.
- b. Daily housekeeping services must be provided for cleaning rooms, bathrooms, and common areas with use of hygiene chemicals to maintain sanitary conditions.
- c. Waste collection and disposal must be done on daily basis from the rooms and common areas in a systematic manner which is compliant with local health and sanitation regulations.
- d. If required, the selected vendor has to arrange tie up with laundry agencies. Charges will be paid by the students.

#### 2.8. Common Areas and Additional Facilities

- a. Facilities such as: A Recreation area shall be provided by the vendor to enable students to undertake recreational activities like yoga etc.
- b. Study Area with tables.
- c. Indoor games/fitness area and access to open ground in the vicinity for sports activities.
- d. Lifts for common use.
- e. Parking for two-wheelers/four wheelers.

## 2.9. Power Backup and Maintenance

- a. The hostel must have 24x7 power backup for common areas and essential services.
- b. The premises should be well-maintained, with a clear system for reporting and resolving issues related to plumbing, electricals, and other utilities.
- c. Periodic preventive maintenance must be carried out to ensure uninterrupted living conditions.
- d. The charges for electricity power consumption, taxes and cess liabilities are to be borne by the service provider.
- e. Single Point Of Contact [SPOC]: The Vendor shall appoint a Single Point of Contact (SPOC) for resolving all issues and complaints related to the service, and the details of the SPOC shall be shared with the Institute. All issues and communications shall be addressed only through this designated person.

## 2.10. Civil, electrical and other maintenance:

- a. The civil, electrical, and other maintenance of the Premises and related services shall be the sole responsibility of the Vendor. If any issue is noticed or reported by the Institute, the Vendor shall rectify the same immediately within reasonable time 24 Hours to 3 days depending upon the nature of complaints reported. If any maintenance work is carried out by the Institute due to an emergency and failure of Vendor to rectify it within the reasonable time as above of being reported about it to the Vendor in writing/email, the cost incurred shall be deducted or adjusted against the Vendor's monthly bill. The vendor shall make alternative measures to ensure the uninterrupted service, if the repair/maintenance takes longer time.

## 2.11. Room Air Conditioning

Rooms must have the provision for Air Conditioning, which may be activated based on student preferences, at an additional individual cost. The cost structure must be clearly specified during occupation of the rooms by students.

## 2.12. Geyser.

Rooms must have 24x7 hot water through geysers in the washrooms at no additional cost.

## 3. COMMERCIAL TERMS

### 3.1. Payment Structure

- a. The monthly rent quoted by the vendor should be comprehensive and inclusive of all charges, such as:
  - Accommodation charges
  - Electricity and water charges
  - Hot water supply
  - Wi-Fi and internet services
  - Housekeeping and maintenance
  - Incinerator facility for sanitary disposal
  - Security and administration
  - Dedicated laundry area with washing machines and space for drying clothes.
  - CCTV coverage in the lobbies and around the building.
  - Any other facility offered with mutually acceptable charges.
  - Any applicable taxes
- b. The Institute (IIMK) will pay the monthly rent directly to the selected vendor, which shall cover all the above services and charges.
- c. No additional or hidden charges shall be levied during the contract period unless mutually agreed upon in writing.

### 3.2. Duration and Agreement

- a. The initial contract will be for a period of 12 months (one year) which may be extended for further period upon satisfactory performance and mutual consent.
- b. A formal MoU or service-level agreement (SLA) will be signed with the selected vendor.

## 4. ELIGIBILITY CRITERIA

Interested parties must meet the following minimum eligibility criteria:

- a. Must be a registered business entity or person, capable of entering into legal contracts.
- b. Must possess ownership/lease rights for the proposed property for the full contract period.
- c. Should have prior experience in managing hostel/residential facilities for educational institutions, corporates, or similar organizations (preferred).
- d. Should have statutory clearances and necessary compliance certificates (Fire NOC, FSSAI License for preparing/serving food, Building Approval, etc.).
- e. Must be willing to allow inspection of the premises by IIMK authorities before finalization.
- f. Ensure that the name of the individual or the firm applying, along with supporting documents, remains the same across all submissions and does not change at any stage of the process.

## 5. SUBMISSION PROCESS

- a. The interested firms/parties/owners should submit their EOI along with duly signed all Annexures, scanned copies of all the relevant certificates, documents, and detailed proposal etc. in support of eligibility criteria. All pages of EoI document must be signed attached along with the documents.
- b. Separate EOIs shall be submitted for the Girls' Hostel and the Boys' Hostel.
- c. From 03.02.2026 to 24.02.2026 up to 3.00 P.M. EOI document is also available for viewing on the "Tender" tab of the IIMK website.
- d. Applications to this EOI will be accepted only through the sealed covers through courier/Speed Post/RPAD/Personal. No other mode of application will be considered and application will not be accepted. However, the firm should submit application/document as described in clause No. (d)
- e. The Firm should ensure that it complies with the requirements as per details before applying for EOI. Non-submission of hardcopy as directed will lead to rejection of the EOI application. The interested firms are advised to read carefully the entire EOI document before submitting their EOI and the EOI documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- f. The sealed hard copy of the EOI with all the necessary supporting documents shall be submitted in one big envelope superscripting "Expression of Interest (EOI) for hiring of building for hostel accommodation" with address **The Chief Administrative Officer, IIM Kozhikode, IIMK Campus, Kozhikode - 673570** on or before 24.02.2026 (03:00 PM).
- g. The EoI will be opened at IIMK on 24.02.2026 at 04.00 PM. in the presence of the authorized officers of IIMK.

### 5.1. Technical Bid:

The Technical Bid shall be submitted with the following documents completely filled and duly signed on all pages.

- a. EoI Document sealed and signed on all the pages including schedules by authorized signatory (page no ..... to .....
- b. Annexure A- Profile of participating vendor and details of the building
- c. Annexure B- Profile of the building owner and details of the building, if property taken on lease

- d. Annexure C- Facility requirements and other details
- e. Annexure D- Non blacklisted Certificate
- f. Annexure E- General Declaration
- g. Layout and photographs of proposed facility
- h. Details of services offered
- i. Distance from IIMK Kochi Campus
- j. List of facilities and amenities
- k. Staff deployment plan (security, housekeeping, warden)
- l. Statutory compliance documents
- m. Documentary proof of all other claims

## **6. INSPECTION/VISIT OF LOCATIONS:**

IIMK shall have the right to inspect the location and premises to check the suitability of the hostel premises along with technical criteria.

## **7. AMENDMENT TO EOI:**

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

## **8. VISIT/CLARIFICATIONS:**

The vendor/representative/owner of company may visit IIMK, 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.

## **9. ACCEPTANCE & REJECTION:**

IIMK 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 vendor or vendors.

## **10. TERMS OF PAYMENT:**

- a. The Vendor shall raise monthly invoices on the first party for the Services rendered for the month. Such above monthly invoices shall be submitted with all supporting documents (if any) before 5th day of the next month to the authorized Officer of the Institute at Kochi, Kerala. The officer will verify the Invoices and process the same with the necessary recommendations for the release of payment.
- b. The Vendor shall provide a Valid GST Invoices if GST is applicable with GST Registration number. Income-Tax (TDS) and TDS on GST or any statutory deductions at the prevailing rates will be deducted from the monthly bill of the Vendor. No additional or hidden charges shall be levied during the Agreement Term unless mutually agreed upon in writing.
- c. The invoices for accommodation and food should be separately prepared with applicability of GST if any. A list of students utilizing the mess facilities for the month has to be submitted along with the invoice every month. In case of any GST related exemption due authority has to be provided to the Institute.
- d. GST number of IIM Kozhikode should be mentioned in the bill (IIMK GST No: 32AAAJI0121Q1ZH), if applicable. The bills received duly complete and correct in all respects and shall be processed and payment shall be made directly to the Vendor within 15-20 working days by the Institute.
- e. Invoices supplied shall be accompanied by a statement showing the amounts billed in respect of services /facilities used by individual students for internal use.
- f. The vendor shall ensure that entity submitting the tender shall remain the same for the entire transaction with the Institute.

## 11. EVALUATION CRITERIA

The EoIs will be scrutinized by a Committee consisting of representatives of IIMK and an external expert, if required. The committee so constituted will conduct site visit and broadly examine, but not restricted to the following:-

- (a) Distance from IIMK Kochi Campus, access to public transport, road approach quality
- (b) Room quality, ventilation, cleanliness, building safety, power backup, lifts, common areas, security including compound walls, CCTV coverage.
- (c) Capacity to accommodate required students; flexibility for expansion
- (d) Wi-Fi, study tables, wardrobes, laundry services, housekeeping, RO drinking water, recreational area.
- (e) Well maintained open kitchen with chef and staff, Dining hall condition, Provision for supplying of Food as per the required Menu
- (f) 24x7 security, CCTV coverage, access control, fire safety equipment
- (g) Experience in providing hostel/accommodation services to educational institutions / corporates.
- (h) Fire safety certificate, building fitness, hygiene certifications and other statutory sanctions.
- (i) Any other parameter relevant to the matter.

## 12. Shortlisting and Invitation of Financial Bid

Based on the Technical Evaluation bidders will be shortlisted as per the criteria. Only the shortlisted bidders will be invited to submit the Financial Bid in the prescribed format provided by the Institute.

### 12.1 Final Evaluation Method – Weighted Scoring

The final selection of the service provider will be carried out using a weighted evaluation system, with the following components:

1. Technical Evaluation Score – 70% Weightage
2. Financial Bid – 30% Weightage

12.2 The overall score will be computed as follows:

#### 12.2.1. Technical Score (TS) – 70% Weightage

- The marks scored by the bidder in the Technical Evaluation (out of 100) will be normalized to 70%.
- Formula:  
$$TS = (\text{Technical Marks Obtained} / 100) \times 70$$

#### 12.2.2 Financial Score (FS) – 30% Weightage

- The bidder quoting the lowest accommodation rate will be awarded full 30 marks.
- The scores of other bidders will be calculated proportionately.
- Formula:  
$$FS = (\text{L1 Accommodation Rate} / \text{Bidder's Accommodation Rate}) \times 30$$

- Scores for others will be computed proportionately.

#### 12.2.4 Combined Final Score (CFS)

- The final ranking will be based on the combined score:  
$$CFS = TS + FS$$

- The bidder securing the highest CFS will be recommended for award of contract, subject to approval of the Competent Authority.

## **13. General Information for Submitting EoI**

1. **Last date and time for submission of the EoI: 15:00 Hrs on 24.02.2026.** IIMK shall not take responsibility if the EoI is not received within due date and time. The EoIs received after the due date and time stipulated for receipt of EoIs shall be rejected. No request for extension of time for submission of EoI shall be considered on the plea of delay by Post/Courier, etc.
2. **Time and date for the opening of EoI:** EoI will be opened on **24.02.2026 at 16:00 hrs.** The vendor or his representative can witness the opening of the bid. However, they must intimate General Administration department of IIMK well in advance in case they wish to witness the opening of the bids.
3. **Submission of EoI:** Bids should be submitted by Vendors furnishing details such as valid GST registration number if applicable, Bank account details with address, and complete postal & e-mail address of their office.
4. **Clarification regarding contents of the EoI:** During evaluation and comparison of bids IIMK may, at its discretion, ask the vendor for clarification of his bid. The request for clarification will be given in writing/e-mail.
5. **Rejection of EoI:** Canvassing by the Vendor in any form, external influence may invoke summary rejection. Conditional bids will be rejected.
6. **Instructions to Vendors For The Submission Of The Bids**
  - a. The Vendors should enclose all required documents as per EoI requirements with bid documents during bid submission.
  - b. After downloading/getting the EoI, the Vendor should go through them carefully and then submit the documents as per the EoI document; otherwise, the bid will be rejected.
  - c. The EoI template must not be modified/replaced by the vendor and the same should be submitted after filling the relevant columns, else the vendor is liable to be rejected for that EoI.
  - d. If there are any clarifications, this may be obtained through the contact details given in the EoI document. Vendor should take into account the corrigendum published before submitting the bids.
  - e. The vendor should read the terms and conditions and accept the same before proceeding further to submit the bids.
  - f. The vendor has to submit the EoI document(s) well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
  - g. It is important to note that, the vendor is to ensure all the details furnished as per the EoI form and all the required documents are attached while the submission of the bid.
  - h. The IIMK will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the vendors due to local issues.
  - i. The vendor may submit the bid documents in offline mode only. Online documents will not be handled through this system.
  - j. The vendor should see that the bid documents submitted should be legible and clear and if the documents could not be read, due to obscurity, during EoI opening, the bid is liable to be rejected.

- k. The vendors are requested to submit the bids to well before the bid submission end date and time.
- l. The vendor/contractor shall file the applicable returns with Tax departments in time and submit the same as documentary proof.
- m. The GST applicable shall be shown as separate line items in the Tax invoices to avail input credit to IIMK.

## 14. Preparation of Bid Document

- a. **Authorized Signatory/Power of Attorney:** If the EoI is made by or on behalf of a company incorporated under the Companies Act (of 1956), it shall be signed by their Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with the co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of the firm and attach a copy of Power of Attorney with the EoI authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the EoI.
- b. The EoIs submitted shall clearly indicate the name of the firm/person in whose favour the final work order is to be placed. Any request made after submitting the EoI for changing the name of the firm in whose favour the purchase order is to be placed shall not ordinarily be entertained.
- c. Vendors are to abide by all the Terms and Conditions detailed in the EoI. Declaration of abidance of the terms and conditions of the EoI as per **Annexure -E** will be signed by the Vendor and submitted along with the EoI documents.
- d. The Institute reserves the right of accepting the whole or any part of the EoIs received and the Vendors shall be bound to perform the same at their quoted rates.
- e. Incomplete or vague EoIs will be rejected. There should be no cutting and overwriting. The cutting, if any, should be duly attested. Unattested amended/overwritten figures will not be considered.
- f. All pages of the EoI 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 EoI.
- g. All the pages included as EoI Document should be legible, neatly numbered, and signed by an authorized person with the official seal of the Firm as acceptance of the terms and conditions.
- h. All pages and enclosures are to be serially numbered. The covering letter should clearly specify the total number of pages in the EoI submitted by the Vendor and the list of enclosures and their serial number also.
- i. The vendors should provide complete details as asked for in the schedule/technical bid on their own letterheads.
- j. EoIs not properly filled, mutilated, with incorrect calculations, or generally not complying with the conditions are liable to be rejected. Vendors should quote their rates both in figures and in words.

## **15. Period of Validity of Bids**

- a. The bid shall remain valid for a period not less than **120** days after the deadline date specified for submission.
- b. In exceptional circumstances, IIMK may request the consent of the vendor for an extension to the period of bid validity. The request and the response thereto shall be made in writing. A vendor accepting the request and granting extension will not be permitted to modify his bid.

## **16. Clarifications on EoI**

For further details/clarifications, if any, please contact General Administration Section/UG Programme Office (Phone: 0495-2809212; [aaoga@iimk.ac.in](mailto:aaoga@iimk.ac.in), [srcnslt-adminkc@iimk.ac.in](mailto:srcnslt-adminkc@iimk.ac.in)) between 10:00 am and 04:00 pm on working days. In case of any dispute, the decision of the Director of the Institute shall be final and binding.

## **17. Final Selection of Vendor(s)**

- a. The Vendor, whose EoI is accepted by IIMK, shall be issued a Letter of acceptance. Vendor shall confirm acceptance by returning a signed copy of the Letter of acceptance.
- b. IIMK shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Vendors, the Institute shall correspond only with the successful Vendor

## **18. Award of Contract (General conditions for award of Contract).**

- c. Successful vendor will generally be awarded contract for a period of one year. The period of contract may be extended for further periods based on the requirement of Institute. In case, the vendor is found lacking in providing the desired services, the contract is liable to be cancelled/extend the trial period. The Contract shall be taken up immediately on receipt of Work Order and the contract shall commence from the dates mentioned in the work order.
- d. After acceptance of the Work Order, the Vendor shall sign the necessary contract agreement in non-judicial stamp paper worth Rs.500/- within five days of intimation in the prescribed form. Expenses for the agreement including cost of stamp papers etc. shall be borne by the Agency.
- e. The vendor shall observe all the existing rules and regulations regarding labour employment and shall indemnify and keep the Institute indemnified from all the claims in this respect.
- f. If at any point of time, it is found by IIMK, that the Vendor has furnished false information, IIMK may reject the EoI/contract.

## **19. SECURITY DEPOSIT BY VENDOR:**

- a. The selected vendor shall be required to furnish a **Performance Security** for the due performance of the contract. The Performance Security shall be in the form of a **Bank Guarantee or Demand Draft/FDR** from a scheduled nationalised bank in favour of the Institute, for an amount equivalent to **4%** of the total contract value for a year or as specified in the Letter of Award.
- b. The Performance Security must be furnished within **[15] days** of issuance of the Letter of Award (LoA) and shall remain valid for the entire contract period, including any extension thereof, and for an additional **60 days** beyond the completion of all contractual obligations.
- c. If the Institute is required to pay any advance amount as Security Deposit to the vendor at the time of executing the Agreement, the same must be clearly specified by the shortlisted vendor in their Financial Bid submission, along with the repayment conditions also.

## **20. Integrity Pact**

The Applicant/Bidder shall comply with the provisions of the Integrity Pact as prescribed by the Central Vigilance Commission. Submission of the EOI shall be deemed as the Bidder's unconditional acceptance of the Integrity Pact requirements, including adherence to the highest standards of ethics and transparency during the entire procurement process. The shortlisted Bidders has to submit a duly signed Integrity Pact as per the prescribed format along with Financial Bid.

The Bidder shall not engage in any corrupt, fraudulent, collusive, or coercive practices. Any violation of the Integrity Pact may result in rejection of the EOI, cancellation of the bid/contract, forfeiture of Performance Security, and/or any other action as deemed appropriate by the Authority where applicable.

## **21. Contract Document**

The Vendor, whose EoI has been accepted by IIMK, shall enter into formal agreement with IIMK at the date and place to be notified by the Institute. Contract documents for agreement shall be prepared after award of works as intimated to the successful Vendor by a letter of acceptance. The Agreement and EoI documents together with the annexed documents and Vendor's acceptance thereof shall constitute a binding contract between the successful Vendor and the Institute.

## **22. Subletting of Contract**

The agency shall not assign and or sub-let the contract or any part thereof or any benefit or interest therein or there-under without the prior written consent of Director, IIMK and such consent shall not relieve the agency from any liability or obligation under the contract and the agency shall be fully responsible for the acts / defaults and neglects of his agent's, servants or workmen as if they were the acts, defaults or neglects of the Agency, servants or workmen.

## **23. Performance of Vendors**

IIMK shall assess the agencies overall performance at regular interval and take a decision regarding discontinuation of contract in case the performance of the agency is found to be unsatisfactory by IIMK. The decision of the Director, IIMK or any other officer authorized by him shall be final and binding on the agency for the purpose of determining "satisfactory services".

## **24. Penalty**

Suitable penalty will be levied by the Institute for inadequate performance on the part of Agency

Failure to implement the corrective actions as suggested by the institute, reoccurrences of the lapses etc. may lead to the termination of the contract without giving any further notice.

## **25. Notice Period**

IIMK may terminate the Agreement by giving the Vendor 30 days' written notice without assigning any reason. The Vendor shall be required to provide 90 days' written notice for terminating the Agreement, which shall commence only on receipt and acknowledgement of such notice by IIMK .

## **26. Termination of Contract**

IIMK reserves its right to terminate the contract for any reason at its absolute discretion including, but not limited to the following on giving one month written notice.

- a. If the agency is adjudicated insolvent by a Competent Court of Law or files for insolvency or the agency Company is ordered to be wound up by a Competent Court.
- b. Agency commits any material breach of the terms of this contract with IIMK or if found guilty of any malpractice in the performance of the contract.
- c. If any charge-sheet is filed by the Competent Authority of the Government against the agency or its company or the agency is convicted by a criminal court on grounds of moral turpitude.
- d. If the contractor fails or neglects to render the said service or any of them to the satisfaction of the Institute or if the contractor commits breach of any of its obligation hereunder
- e. In the event of unsatisfactory service or failure on the part of the agency or if the agency 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 IIMK in connection with work or shall contravene the provisions of the contract, IIMK shall have the option to declare the contract as cancelled and may get the work executed by any alternate sources at the agency risk and cost. In such an event the agency shall have no claims whatsoever against IIMK in consequence of such termination of the contract. The decision of IIMK in terminating the contract will be final and binding on the contractor/vendor.
- f. In case the vendor fails to comply with all the statutory compliances. The vendor should ensure payment of wages as per Minimum Wages laid down by the Government, timely payment of wages to their employees, Opening and subscribing to EPF, ESI etc. for the employees engaged at IIM Kozhikode and timely and correct payments of the same.
- g. IIMK reserves its right to remove the vendor from the list of approved agency or to ban business dealings with the agency if found to have committed fraud, deception, misconduct etc. and also to suspend business dealings pending investigation.

## **27. 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 two months, IIMK would instruct the Vendor to close the crèche. Neither party can claim any compensation from the other party on account of Force Majeure.

## **28. Dispute Resolution**

Any dispute or difference whatsoever arising between the parties relating to or arising out of Contract, shall be settled first by Mediation/Conciliation in accordance with the Arbitration and Conciliation Act, 1996 Govt. Rules and settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties. Reference to Arbitration shall be made only when the Mediation/Conciliation has failed. All disputes will be subject to Kozhikode Jurisdiction only.

## **29. Executing Authority**

The Director, IIMK, Kozhikode or his authorized representative shall be the Executing Authority for this job. All the Bills pertaining to the work order shall be submitted to the concerned office for processing for release of payment.

S/d

A J Varghese  
Chief Administrative Officer  
Indian Institute of Management

Kozhikode  
03.02.2026

**PROFILE OF PARTICIPATING VENDOR AND DETAILS OF THE BUILDING**

<b>Sl. No</b>	<b>Particulars</b>	<b>Detail with Proof</b>
1	Full Particulars of the vendor i) Name ii) Address(es) iii) Contact Numbers a) Business b) Residential v) E-Mail Address	
2	Type (Individual, Proprietorship, partnership, Private or Public Company)	
3	Registration details (Attach proof)	
4	Experience in years (Attach proof)	
5	PAN No. of the company/firm/Owner/Party. (Copy to be submitted )	
6	GST of the company/firm/Owner/Party. (Copy Proof should be submitted)	
7	Contact Person: Name, Appointment: Landline and Mobile Number: Email Id:	
8	Complete details of the building offered for rent viz., i) Postal Address ii) Location iii) No. of Floor iv) No. Rooms v) Size of Rooms vi) Total Area of Hostel	
9	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)	
10	Copy of all statutory documents, NOC, Permissions, taxes paid, and other valid documents	

**PROFILE OF THE BUILDING OWNER AND DETAILS OF THE BUILDING IF PROPERTY TAKEN ON LEASE**

<b>Sl. No</b>	<b>Particulars</b>	<b>Detail with Proof</b>
<b>A</b>		
1	Full Particulars of the Legal Owner of the premises i) Name ii) Address(es) iii) Telephone Numbers a) Business b) Residential v) E-Mail Address	
2	Complete details of the building offered viz., i) Postal Address ii) Location iii) No. of Floor iv) No. Rooms v) Size of Rooms vi) Total Area of Hostel	
3	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)	
4	PAN No. of the Building Owner/Party. (Copy Proof thereof should be submitted)	
5	GST of the Building Owner/Party. (Copy Proof thereof should be submitted)	
6	Copy of the Lease Agreement	
7	Copy of all statutory documents, NOC, Permissions, taxes paid, and other valid documents	

**FACILITY REQUIREMENTS AND OTHER DETAILS**

		<b>Please Mentioned Yes or No clearly with details</b>
1.	Quantum of Open area (covered/uncovered) available, if any	
2.	Hostel buildings are required to accommodate 250 female students and two single rooms for staff members with attached washrooms for staff members. /150 male students and two single rooms with attached washrooms for staff members.	
3.	Availability of attached 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 daily.	
7.	Hostel shall be airy and sufficiently well-lit with proper ventilation	
8.	Bed, table, chair and wardrobe will be provided by owner	
9.	Availability of washing area with washing machines, Geyser electrical fitting facility bathrooms in hostel	
10.	Whether the building has been properly constructed as per the approved plans of the Municipal Authorities. Any deviations or disputes, if any, should be mentioned in detail. Kindly provide a copy of the prevailing Building Tax Receipt(s) and the Occupancy Certificate issued by the local body Furthermore, a Fitness Certificate from the competent authority, confirming the building's suitability for providing hostel and allied services, must be obtained and furnished by the owner prior to execution of the agreement, should the offer be accepted.	
11.	Availability of Kitchen and Dining facility with a sitting capacity for 80/100 students at a time. (Vegetarian and Non-vegetarian separate) with chairs or comfortable benches.	
12.	The building should have suitable provision for living space, office rooms, television room, reading space, recreation 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	
22.	Safety and Security	
23.	Internet & Connectivity	
24.	Common Areas and Additional Facilities	
25.	Power back up and Maintenance	
26.	Air-conditioning , lift facilities	
27	Whether the Institute is required to pay any advance amount as Security Deposit to the vendor	
28	Any other relevant condition/s that vendor liked to include.	

**CERTIFICATE**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:

**DECLARATION**

I hereby declare to abide by all the Terms and Conditions detailed in the EoI.

In case at any stage, it is found that the information given above is false / incorrect, IIMK shall have the absolute right to take any action as deemed fit/without any prior intimation.

I/We hereby agree that in case the Institute is made to suffer any loss/damage on account of any negligence or act on the part of any person or persons deployed by me/us in the IIMK campus, such loss/damage shall be made good by me/us and in case we fail to make good the same, the amount can be recovered from the Security Deposit kept by me/us with the Institute and in case the Security Deposit become insufficient to meet such sum, the Institute can proceed against me/us for recovery of the sum, in whatever manner it deems fit.

I/We hereby agree that the Director, IIM Kozhikode reserves the right to accept or reject any or all the EoIs without assigning any reason whatsoever and his decision shall be final.

Place:

For and on behalf of the -----

Date:

(Authorized Signatory)

(Official Seal)

## TENTATIVE FOOD MENU (FOR THE INFORMATION OF VENDORS)

Breakfast		Fixed Items					Cut Fruits & Boiled Pulses					Bread/Butter/Jam					Tea/Coffee/Milk						
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
	KALLAPPAM	IDLY	IDIYAPPAM	MINI MASALA DOSA	ALOO PARATHA	MASALA IDLI	POROTTA																
	VEG UPMA	NEDU VADA	SEMIYA UPMA	POHA	VARIETY UPMA	ONION OOTHAPPAM	GREEN PEAS																
	VEG STEW	SAMBAR	ALOO SAAG	SAMBAR	CURD	SAMBAR	VEG UPMA																
	TOMATO CHUTNEY	COCONUT CHUTNEY	CORIYANDER CHUTNEY	COCONUT CHUTNEY	COCONUT CHUTNEY	PEANUT CHUTNEY	COCONUT CHUTNEY																
	Cornflakes	Boiled Egg	Cornflakes	Boiled Egg	Cornflakes	Cornflakes	Boiled Egg																
Lunch		COMBO MENU					COMBO MENU					COMBO MENU					COMBO MENU						
		PLAIN BIRYANI (BASMATHI)	JEERA RICE	TOSSSED SALAD	GREEN SALAD	GREEN SALAD	RING ONION SALAD	GREEN SALAD	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI		
		EGG MASALA ( FOR NON VEG)	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	CHAPPATHI	BOILED/PLAIN RICE	ANDRA PAPPU	MX VEG THORAN	BOILED/PLAIN RICE											
		PLAIN BIRYANI (BASMATHI)	BOILED/PLAIN RICE	Gobi aloo mutter	ANDRA PAPPU	SOYA GRAVY	MUTTER MASALA	MUTTER MASALA	DAAL CURRY	CHUTNEY PULAO	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY		
		MX RAITHA	DAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	DAAL CURRY	
		Pickle	JEERA BUTTER MILK	BOILED/PLAIN RICE	GHEE RICE	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	DAAL	
		MOTHI SEMIYA KHEER	P APPA D/FRYUMS	RAITHA	BOILED/PLAIN RICE	PLAIN BUTTER MILK	PICKLE	PICKLE	KALA JA MUN -ONE	RAITHA	P APPA D/FRYUMS	KALA JA MUN -ONE	PICKLE	PICKLE									
		FISH CURRY	P APPA D/FRYUMS	PICKLE	PICKLE	P APPA D/FRYUMS	FISH CURRY	PICKLE	CHILLI CHICKEN	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	
		PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PICKLE	PAYASAM	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	PINEAPPLE KESARI	
Snacks		ONION POKKOVADA	BAJJI	BOILED PEANUTS	PAZHAMPORI	VADA PAV 1 SET	SAMOSA	ULLIVADA	Tea/Coffee/Milk					Tea/Coffee/Milk					Tea/Coffee/Milk				
									COMBO MENU					COMBO MENU					COMBO MENU				
		PARATHA	CHAPATI/PHULKHA	KAL DOSA	CHAPATHI	MIRCHI KA SALAN	VEG NEEDIGIRI KURUMA	CHAPATI/PHULKHA															
		SABJI MASALA	ALOO GOBI	SAMBAR	GREEN PEAS MASALA	RAITHA	RAITHA	RAITHA															
		MX VEG THORAN	GHEE RICE	ONION TOMATO CHUTNEY	GHEE RICE	Coin porotta	PLAIN RICE	PULAV															
Dinner		PLAIN RICE	FRYUMS	VEG FRIED RICE	DAL	plain rice	CURD	FRYU MS															
		PICKLE	PICKLE	BUTTER MILK	PLAIN CURD	Dal tadka	PAPPAD	chana masala															
		FRYUMS	PAPPAD	FRYUMS	FRYUMS	PICKLE	PICKLE	PICKLE															
									EXTRAS					EXTRAS					EXTRAS				
		CHICKEN MASALA	PANEER BUTTER MASALA	CHILLI CHICKEN																			