



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari – 845 401, District – East Champaran, Bihar

Website: www.mgcub.ac.in | Email: osdadmin@mgcub.ac.in

Tender No. MGCU/Tender/Hiring of Buildings/2025

Dated: 27th November 2025

TENDER DOCUMENT FOR HIRING OF BUILDING FOR MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR TO RUN ITS ACADEMIC, ADMINISTRATIVE ACTIVITIES AND RESIDENCES OF OFFICIALS

1. The Mahatma Gandhi Central University, Bihar (herein after referred as 'MGCU') invites bids from the legal owners / power of attorney holders of premises for hiring building having approximate area of minimum 1000 sq. ft to run its Academic and Administrative activities in any area within 15 km radius from Zila School in Motihari. The lease period initially will be for a period of 02 (two) years.
2. Interested parties having clear title may submit their offers on the appropriate format which may be downloaded from the University Website www.mgcub.ac.in. The last date of receipt of tender complete in all respect is **26th December 2025 (Friday)**.
3. Priority would be given to the premises belonging to Public Sector Units / Government Departments / Public Financial Institutions. The lease agreement format of Government of India will be strictly adhered to. Being a Central University, no security deposit / advance payment will be made for the purpose of hiring the premises. No brokerage will be paid.
4. The Date, Time and Venue of opening of Technical Bid will be intimated separately. Therefore, the tenderers / bidders are advised to check the University Website regularly. Financial Bids of only those bidders whose technical offers are found valid, eligible and acceptable shall be opened. The University reserves the right to reject any or all bids without assigning any reasons thereof.
5. **Terms & Conditions**
 - 5.1 Mahatma Gandhi Central University is desirous of hiring suitable Building to run its Academic and Administrative activities in and around Zila School in Motihari, District – East Champaran in the radius of 15 km on entirely lease basis for a period of 02 (two) years. The building should have approximate area of **minimum 2000 sq. ft. except buildings to be hired for Residences of the officials.**
 - 5.2 The building should have well ventilated and airy rooms with adequate number of wash rooms & toilets.

- 5.3 The building should have space for common room.
- 5.4 The building should be constructed as per the sanctioned / approved plan of the competent development authority. The building should be well maintained.
- 5.5 The premises should be in good locality and should be at either walking distance or well-connected by public transport from Railway Station / Bus Stand / National Highway / State Highway / Motorable Link road, in safe and secure premises suitable for students / staff of University.
- 5.6 The floor should have vitrified Ceramic tiles or equivalent flooring material (smooth polished premium stone) that should match CPWD standards. The rent shall be got assessed by the University from CPWD at the expenses of the owner of the building.
- 5.7 The building should be complete in all respect to be put to immediate use and the owner / owners of the premises will have to hand over the possession of premises within 02 (two) weeks after acceptance of their offer by the Mahatma Gandhi Central University. However, the handover time can be extended in appropriate case.
- 5.8 The building offered should also have adequate space for installation of Genset / UPS / Units of Split AC etc. **Lift would be desirable in case of the buildings are above a certain height, as per rules.**
- 5.9 If the building offered has Power Back-up, electrical fixtures (light, fans etc.), ACs etc. installed, the bidder may quote the rates separately. However, if the rates quoted for these facilities are not found acceptable, the bidder should be ready to remove the same at their own cost and for the purpose of assessment of lowest bid, rates for space only would be considered.
- 5.10 Rates should be quoted in Indian Rupees only. Rates quoted in currencies other than Indian Rupee shall not be considered.
- 5.11 The rent proposed to be charged should be inclusive of all amenities but excluding taxes. The taxes that are to be levied should be mentioned separately. **GST Registration will be mandatory for the buildings for which rent would be assessed ₹20 Lakhs or above per annum.**
- 5.12 Repair work, if any pointed out by the University shall be carried out by the owner within 15 days failing which the same shall be done by the University and cost of it, upto ceiling of one month's rent, shall be recovered out of the rent payable in the next month.
- 5.13 No commercial activity other than the University Vehicle / Vehicles of University employee will be carried out on the leased premises without permission of the Vice-Chancellor of the University.
- 5.14 Regular 24x7 water and electricity must be available. Stand by arrangements would be preferred for water & electricity. Water and electric metres for the premises should be exclusive for MGUB. Charges will be paid as per meter readings.
- 5.15 Selected party shall be required to sign a lease agreement containing detailed terms & conditions with MGCU, in accordance with the provisions of the law applicable.

The Agreement shall be signed for a period of 02 (two) years which may be extended further on mutually agreed terms and conditions on the satisfactory report of the University. **The registration charges of lease Agreement shall be bore by the both parties in equal ratio.**

- 5.16 Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership / power of attorney of building, payment of all taxes, duties, dues, telephone, water, electricity charges etc. must be submitted along with this Tender document.
- 5.17 The MGPU 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 as mutually agreed upon.
- 5.18 All existing and future rates, taxes including property taxes, assessment charges and other out-going whatsoever of description in respect of the said premises shall be payable by the owner thereof.
- 5.19 The electricity and water supply lines / connection shall be provided by the owner at his cost and expenses. However, the MGPU shall pay all running charges with respect to electric power, light and water charges of the said premises during the lease period on the basis of actual consumption.
- 5.20 Arrangements of sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the building.
- 5.21 Building with multiple stories should have internal passage.
- 5.22 The application should be accompanied by a **Demand Draft of Rs.2,360/- on account of application processing fee** in favour of **Mahatma Gandhi Central University**, payable at **Motihari, District – East Champaran, Bihar**.
- 5.23 Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / Hiring Committee and final approval / sanction by the Mahatma Gandhi Central University.
- 5.24 The University reserves the right to consider / reject any such proposal without assigning any reason. In case of rejection of application for issue of tender, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for no issue of tender.
- 5.25 All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting, without use of white ink, should be duly initialled by the bidder. The MGPU reserves its right to reject the incomplete tender or in case information submitted is found to be incorrect.
- 5.26 **In addition to hiring / leasing a building / premises to run its academic and administrative activities, the University may also short list and hire suitable building(s) as Hostels / PG for Girls & Boys students / University Guest House etc.**
- 5.27 In case space in tender document is found to be insufficient, the bidder may use

separate sheet to provide full information.

- 5.28 The Tenderers whose near relatives / blood relation are employed at MGCU need not apply, and the same will not be considered.
- 5.29 The decision of the University will be final in case of any dispute arising in the implementation of the terms of the contract.

6. **EARNEST MONEY DEPOSIT (EMD):**

The bidder will be required to furnish earnest money in the form of Demand Draft in favour of **Mahatma Gandhi Central University**, payable at Motihari, District – East Champaran, Bihar as per the following details depending on the area of the offered building(s):

Sl. No.	Area	EMD (in Rs.)
1.	2000 sqft. to 4000 sqft.	20,000/-
2.	4001 sqft. to 6000 sqft.	30,000/-
3.	6001 sqft. to 8000 sqft.	40,000/-
4.	8001 sqft. to 10000 sqft.	50,000/-
5.	10001 sqft. to 15000 sqft.	60,000/-
6.	15001 sqft. to 20000 sqft.	70,000/-
7.	20001 sqft. to 25000 sqft.	80,000/-
8.	25001 sqft. and above	1,00,000/-

The EMD of unsuccessful bidders will be refunded within one and a half month of finalization of order. In case the order is not awarded, or the tender is rejected, the EMD shall be refunded within two months of opening of Commercial Bids. No interest would be payable on account of EMD. EMD should be submitted with Technical Bid. Without the EMD, the tender shall be out rightly rejected. The EMD will be forfeited in case the Bidder asks for modification in his / their bids or do(es) not accept the Contract after being awarded same.

7. **PROCEDURE FOR SUBMISSION OF TENDER:**

- 7.1 Both the bids (Technical and Financial) duly signed by Owner or his Authorised Signatory should be sealed in two separate envelopes as described below:
- ENVELOPE 1:** containing Technical Bid in **ANNEXURE – I** duly completed in all respects along with all relevant documents and Demand Draft towards requisite fee as mentioned at Para 5.22 above separately.
 - ENVELOPE 2:** containing the Financial Bid in **ANNEXURE – II** showing rates, financial terms and conditions etc.
- 7.2 Both the said Envelopes should be super scribed in bold letters with the statements “TECHNICAL BID FOR HIRING OF BUILDING FOR MGCU, BIHAR” **OR** “FINANCIAL BID FOR HIRING OF BUILDING FOR MGCU, BIHAR” as the case may be.
- 7.3 Finally, the above-mentioned two envelopes should be sealed in a single cover,

super scribed as '**BID FOR HIRING OF BUILDING FOR MGPU, BIHAR**'; Name and Mobile Number of the interested party and shall be submitted by hand at the following address on or before the 26th December 2025.

**Mahatma Gandhi Central University
Dr. Ambedkar Administrative Building, Raghunathpur
Motihari, District – East Champaran
Bihar – 845 401**

***NOTE:** Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.*

- 7.4 Technical Bid should contain the details required, as per proforma at **ANNEXURE – I** and Financial Bid should contain details, as per proforma at **ANNEXURE – II**.
- 7.5 Bids not submitted, as per above proforma will be summarily rejected.
- 7.6 Technical Bid should be accompanied by the documents, as per **ANNEXURE – I**, without which the tender will be considered incomplete and hence, summarily rejected.
- 7.7 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorised signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- 7.8 For any pre-bid submission queries, the prospective bidders may contact the OSD Administration, Mahatma Gandhi Central University, Bihar, during office hours, on following contact details:

**Mahatma Gandhi Central University
Dr. Ambedkar Administrative Building, Raghunathpur
Motihari, District – East Champaran
Bihar – 845 401
Email: osdadmin@mgcub.ac.in**

- 7.9 Queries, if any, raised by University, subsequent to opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through E-mail and confirmed through a formal letter, duly signed by the authorized signatory.
- 7.10 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

8. PROCEDURE FOR OPENING OF TENDER:

- 8.1 While opening the tenders, the envelopes containing Technical Bids and requisite fee shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open Financial Bid after evaluation of the Technical Bids. Financial Bids of technically qualified bidders will only be opened.

- 8.2 The Committee appointed by the Competent Authority in University may visit the building(s) offered by bidders to ascertain the suitability of the building. The bidders would be treated to have been qualified for opening of their Financial Bids after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of the University after visiting the building(s). 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.
- 8.3 The bidders, if they so desire, can depute their representatives for opening of Bids.

9. BID EVALUATION:

- 9.1 The Bids would be evaluated based on the basis of criterion like distance, availability of parking space, availability of power back-up, suitability of building for the University and rates quoted for rental of carpet area of the space. Rates quoted for other facilities shall not be taken into account for the said purpose. If the rates quoted for the facilities e.g. power pack-up, electrical fixtures, AC, etc. does not suit the University, bidder should be prepared to remove such facilities at their own cost, to enable University to install its own facilities.
- 9.2 The Bid evaluation shall be a 2 stage process: Technical and Financial. 1st Stage being technical evaluation that shall be done on the basis of information asked in **ANNEXURE – I**, the bidders that are technically qualified (1st Stage) shall be considered for financial evaluation (i.e., 2nd Stage) in accordance of **ANNEXURE – II**.
- 9.3 Bidder with the lowest NPV value of the Financial Bid i.e., L1 bidder shall be declared selected subject to fair rent be fixed by the CPWD based on the area of the site proposed, by taking into account the revision of rent proposed every 03 (three) years etc. and other parameters, as applicable.

10. INSURANCE:

At all times during the currency of the lease period, it shall be responsibility of the owner of the building to obtain insurance coverage in line with standard industry practice, including cover for fire, theft and natural calamities.

11. COMMENCEMENT & TERMINATION:

- 11.1 The agreement for hiring of building shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
- 11.2 The agreement may be terminated by giving three months' notice by the MGCU. However, during such notice period the building(s) shall remain in the possession of MGCU.

12. INDEMNIFICATION:

The party(ies) shall keep the MGCU indemnified against all claims/litigation in respect of the buildings/accommodation so hired by MGCU, whatsoever.

13. TERMS OF PAYMENT:

13.1 The rent charges shall be paid at the fixed rate at the end of each month or as per the lease agreement entered into with the party on the terms & conditions mutually agreed upon. Advance payments shall not be ordinarily made unless specifically agreed upon or allowed by the Vice-Chancellor, MGCU.

13.2 The monthly payment of rent shall be subject to deduction of taxes as per rules.

13.3 Payments of rent will be made on monthly basis by account payee cheque in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.

14. MISCELLANEOUS:

14.1 The offer should be valid upto 180 days after the closing date of tender.

14.2 The University shall be under no obligation to accept the lowest quotation.

14.3 Non-fulfilment of any of the above terms shall result in rejection of Bid.

14.4 In case the date of opening of tender is declared as Public Holiday, the tender shall be opened on the next working day at the same time.

14.5 In case of any dispute, suite or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court Motihari and High Court at Patna.

14.6 The University reserves the right to reject all or any tender without assigning any reason thereof.

14.7 The University reserves its decision to decide the nature of operation i.e., whether Academic, Administrative, Guest House, Hostels, Residences, Flats etc. will be done in the selected buildings.

OSD (Administration)
Mahatma Gandhi Central University

TECHNICAL BID**HIRING OF BUILDING FOR MGCU BIHAR**

1.	Name of the person / party holding title to the property		:	
2.	Nationality of Owner		:	
3.	Full postal address of property		:	
4.	Email ID, Mobile, with STD code		:	
5.	Age of the Building (Year of Construction)		:	
6.	Description of built-up area in Sq. Ft			
	i.	Plinth Area Offered	:	
	ii.	No. of Rooms with area of each room	:	
		a) Ground Floor	:	
		b) First Floor	:	
		c) Second Floor	:	
		d) Third Floor	:	
		e) Fourth Floor	:	
7.	Distance (in KM) from		:	Railway Station: Bus Stand:

8.	Essential / Documents to be furnished			
	i.	Copy of the title deed of the property	:	
	ii.	Copy of building plan duly approved by local government body	:	
	iii.	Particulars of completion certificate, year of construction, age of the building etc. <i>(Enclose attested / self-certified copy of completion certificate issued by Competent Authority)</i>	:	
	iv.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like <i>(Enclose copy of Affidavit from owner or Power of Attorney holder)</i>	:	
9.	Please Indicate			
	i.	Whether it is an independent building for exclusive use of MGCU or otherwise <i>(Details may be clearly illustrated & stated)</i>	:	Yes / No
	ii.	General amenities:		
		No. of Rooms (in Sq. Ft.)	:	
		No. of Rooms with attached toilets <i>(please state whether Indian or WC used)</i>	:	
		No. of Toilets in the building (separately for ladies and gents) floor-wise.	:	
		No. of Conference Rooms (in Sq. Ft.)	:	
		No. of Seminar Halls with area (in Sq. Ft.)	:	
	iii.	Parking Space (Sq. Ft.) available for Public Parking and Private or Owner's Parking	:	Public Parking: Private or Owner's Parking:
	iv.	Whether proposed building is free from all encumbrances, claims, litigations	:	
	v.	Whether proposed building is ready to occupy?	:	

vi.	Whether the electric wiring is certified by the Bihar State Electricity Board (BSEB) for safety standards.	:	
vii.	Whether all Govt. dues (property) taxes, electricity, telephone, water bills are paid up as on date of application (<i>documentary proof should be provided</i>)	:	
viii.	Whether the landlord of the building is a near relative or any of the personnel of MGCU?	:	
ix.	Whether the owner of the building is agreeable to Monthly rent as determined and fixed by Competent Government Authority like CPWD.	:	
x.	Are there any items or special services intended to be provided for payment of additional charges (besides the rent)?. If so, please indicate each such service / intended to be provided with details of such charges separately against	:	
xi.	Sanctioned Electricity Load (Pl also state whether you agree to get the load increased, if required)	:	
xii.	a) Details of Power Back-up facility / Generator with capacity	:	
	b) Arrangements of regular repairs and maintenance of such Power Back up facility	:	
xiii.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (<i>Copy of certificate to be enclosed</i>)	:	
xiv.	Provisions of regular repairs and maintenance and special repairs, if any of the building	:	
xv.	Whether reception room / attendant available	:	
xvi.	Availability of Shelter / post for Security Guards	:	
	Any Other information which the intending party wishes to furnish	:	

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Declaration:

- (i) I / We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the tender 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 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.
- (iii) I agree to receive monthly rent as determined by the competent Govt. Authority in respect of above building and I agree to abide by all the terms and conditions that may be specified in this regard.

Signature of the Legal Owner / Power of Attorney Holder
(Delete as inapplicable)

(Name in Block Letters)
(Designation and Seal where applicable)

FINANCIAL BID**HIRING OF BUILDING FOR MGCU BIHAR**

1. Name:
2. Address (Office & Residence):
3. Telephone & Mobile No.:
4. E-mail ID:
5. Address of Property offered:

Sl. No.	Brief Description	Total Carpet Area	Rate Quoted per Sq. Ft.	Amount per month (Rs.)
1.	Building for University only			
2.	Taxes, if any			
Total Amount Per Month (in figures)				
Total Amount Per Month (in Words)				

NOTE:

- a. Lower Bidder shall be decided based on the total amount filled in above and any rent revision proposed. No other charges shall be considered in deciding lowest bidder.
- b. Quote should be covering all taxes and duties. This shall be the amount payable by the University monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in figures and words, the amount in words shall prevail.

Signature of the Legal Owner / Power of Attorney Holder
(Delete as inapplicable)

(Name in Block Letters)
(Designation and Seal where applicable)