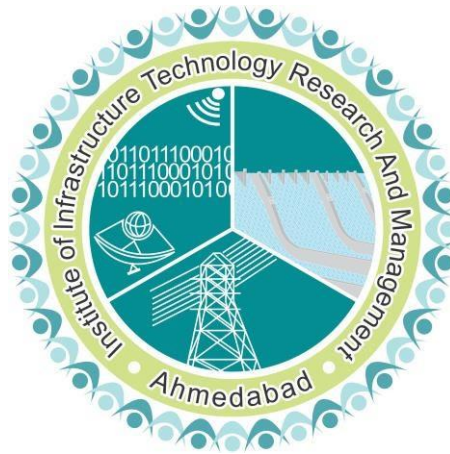


EXPRESSION OF INTEREST (EOI)

For providing Hostel Care Taker (Female)

Eoi No. 2024/02

13, March 2024



INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT (IITRAM), AHMEDABAD

IITRAM Campus, Parishkar Campus, Near Khokhra Circle,
Maninagar (E), Ahmedabad.

Phone: 079-67775488, 67775499

E-mail: office@iitram.ac.in

Website: www.iitram.ac.in

1. INTRODUCTION, BACKGROUND & OVERVIEW

1. IITRAM is a premier educational Institute enacted under the Legislature Act No. 5/2013 of Government of Gujarat. The institute has started academic activities in July, 2013. At present the institute offers B.Tech. Computer programs in Civil, Electrical and Mechanical Engineering, disciplines. Institute also offers M.Tech. & Ph.D. programs in Civil, Electrical, Mechanical engineering and Humanities and Sciences.
2. The institute is inviting an expression of interest for a highly fulfilling and satisfying assignment of Hostel Care Taker (Female) who will be available 24x7 for the IITRAM University from the interested service providers.

The Details are as below:

1.	Name of Post	Hostel Care Taker (Female)
2.	No. of Positions	02 (One in each shift of 12 hrs)
3.	Preferable Shift	08 AM to 08 PM and 08 PM to 08 AM
4.	Qualification	<ul style="list-style-type: none">• Graduate or equivalent• Knowledge of First-aid• Ability to speak English, Hindi or, Gujarati. Applicant should have good temperament to interact with students• Should have basic knowledge of computer and hands on Microsoft Office.
5.	Roles & Responsibilities	<ul style="list-style-type: none">• To look after the hostel functioning round the clock.• To ensures that all students have a comfortable and safe stay in the hostel.
6.	Age	Not more than 60 years

2. TERMS AND CONDITIONS

1. The Service Provider shall adhere to all of the labour laws the principles of good industry practice, and any other legal, statutory and regulatory norms, sanctions and permits which are applicable from time to time and the services provider shall be responsible for acquiring all approvals and meeting all statutory obligations.
2. Neither IITRAM, nor its employees accept any liability or claim of any sort in relation to this Expression of Interest (hereinafter called the "EOI").
3. IITRAM reserves the right to change, modify, add to or alter the process including but not limited to inclusion of additional criteria, right to ask for additional information and to ask explanations and clarifications and the right to reject any or all of the proposals submitted in response to the EOI. Nothing in the EOI should be relied on, as a promise or representation as to the future.
4. The Courts at Ahmedabad shall have jurisdiction over any dispute regarding this EOI. Proposals must be made directly and must not be through subsidiaries or joint ventures/ consortiums / partnership.
5. The contract and rates offered is valid for the period of one year.
6. The contract may be renewed on mutually acceptable terms and conditions for further period on the basis of requirement and performance. The contract can be terminated after giving three month notice on either side.
7. Any conditional offers or any alternations/corrections made in the EOI form will not be considered. Similarly incomplete and unsigned EOI documents are liable to be rejected straightway.
8. For further information, one can contact at Office of IITRAM in person or e-mail at registraroffice@iitram.ac.in
9. The important dates of this EOI are mentioned below:

No.	Particulars	Date
1.	Eoi – Publishing on Website	13/03/2024
2.	Eoi Submission on or before	31/03/2024 17:00 hrs.

3. PROCEDURE TO BE FOLLOWED

The Service Provider must submit the covering letter. The documents to be submitted must be given with page numbered.

Submission of the Proposals

The proposals organized as above, shall be placed in a single sealed envelope, with the following inscription: **EOI-For Hostel Caretaker (female)**

**Registrar
Institute of Infrastructure, Technology, Research And
Management (IITRAM),
Nr. Khokhra Circle, Maninagar (E),
Ahmedabad-380 026.**

Service Provider

Name of the Service Provider: _____

The Service Provider can submit the same by registered post/ courier or submit the proposals in person, so as to reach the above mentioned address by **31-03-2024 (17:00 hrs.)**

4. COVERING LETTER–SERVICE PROVIDERS

Date:

To

Registrar,

Institute of Infrastructure, Technology, Research And Management (IITRAM),

Nr. Khokhra Circle, Maninagar (E), Ahmedabad-380026.

Dear Sir,

Sub.: Providing Hostel Care Taker (Female) at IITRAM

Please find enclosed my/our submission with Annexure-I in respect of providing Hostel Care Taker (Female) at Institute of Infrastructure, Technology, Research And Management in response to the *Expression of Interest* (referred to as "EOI") Document.

I/ We hereby confirm the following:

1. The submission is being made by _____
(*name of the Service Provider*) in accordance with the conditions stipulated in the EOI issued by the IITRAM.
2. I/ We have examined in detail and have understood the terms and conditions stipulated in the EOI Document issued by IITRAM. I/ We agree and undertake to abide by all these terms and conditions. My / Our Proposal is consistent with all the requirements of submission as stated in the said EOI Document issued by IITRAM.
3. I/ We further confirm that we have not offered nor will offer any illegal gratification in cash or in kind to any person or agency in connection with the EOI/ Proposal.
4. I/ We confirm that I/ we have never been jailed or convicted of any criminal or civil offence.
5. I/ We confirm that I/ we have never been blacklisted in or debarred from any empanelment/ tendering process anywhere till date.

For and on behalf of:

Signature:

(Authorized Representative and Signatory along with seal)

Name of Person:

Designation:

ANNEXURE–1: Information and Offer of Service Provider

1.	Contact Person	
2.	Permanent Account No. of the Organization (PAN)	
3.	GST Registration Certificate	
4.	Registration under Contract Labour Act.	
5.	EPFO Registration No.	
6.	ESIC Registration No.	
7.	Full Address with PIN	
8.	Landline No.	
9.	Mobile No.	
10.	E-mail ID	
11.	Rate per person per month (including GST, service charges and all legal obligations)	

Dated: _____

Name & Signature with stamp of
The Authorized Signatory

Place: _____

CHECK-LIST

Required Documents	Attached / Not Attached	Page Number
Self-attested copy of PAN Card number under Income Tax Act.		
Self-attested copy of CST number Certificate		
Self-attested copy of EPFO Registration Certificate		
Self-attested copy of ESIC Registration Certificate		
Copy of terms & conditions and every page of the EOI duly signed with seal of the firm, in token of acceptance of terms and conditions and EOI as quoted.		