

STATE BANK OF INDIA  
ADMINISTRATIVE OFFICE,  
1, NEW CANTT ROAD,  
DEHRADUN

**TENDER DOCUMENT  
(TECHNICAL BID)**

**REQUIREMENT OF HOTEL ROOMS  
(5 Nos Double Bedded Rooms)  
FOR VIP GUEST HOUSE AT MUSSOORIE**

<b>Tender ID</b>	DEL/DDN/AO/03-2023/03
<b>Tender Name</b>	Hiring of Hotel rooms on monthly basis for SBI VIP Guest House at Mussoorie
<b>Tender Start Date</b>	07.04.2023
<b>Tender End Date</b>	14.4.2023

NAME OF TENDERER : .....

ADDRESS : .....

GST No. : .....

**STATE BANK OF INDIA**  
**ADMINISTRATIVE OFFICE,**  
**1, NEW CANTT ROAD, DEHRADUN**  
**NOTICE INVITING TENDER (NIT)**

**HOTEL ROOMS REQUIRED FOR SBI VIP GUEST HOUSE AT MUSSOORIE**

State Bank of India invites applications from interested parties intending to provide 5 Nos Double bedded hotel rooms for its VIP Guest House of SBI at Mussoorie on monthly rental basis.

2. The hotel should be accessible by Car (Innova Crysta or equivalent size) with dedicated car parking space for 5-6 Cars.

3. The hotel should be within 2-4 KM from Library Chowk towards Kempty fall in a less crowded area.

3. The format for submission of the "Technical Bid" containing detailed parameters, terms and conditions and "Price Bid" can be downloaded from the Banks website <https://bank.sbi> under "SBI in the News > Procurement News" link from 07.04.2023 to 14.04.2023.

4. The offers in a sealed cover complete in all respects should be submitted on or before 5.00 P.M on 14.04.2023 during working hours at the following address:

The Chief Manager (HR& Admin)  
State Bank of India,  
Administrative Office  
1, New Cantt Road, Dehradun  
Uttarakhand-248001

**TECHNICAL BID**  
**TERMS AND CONDITIONS**  
**HIRING OF HOTEL ROOMS FOR SBI GUEST HOUSE AT MUSSOORIE**

This tender consists of two parts viz. The "Technical Bid" (having terms and conditions, details of offer) and the "Price Bid". Duly signed and completed separate Technical and Price Bids are required to be submitted separately for each proposal. "Price Bid" for each proposal/offer should be enclosed in separate sealed envelopes duly super scribed on top of the envelope as "Technical Bid" or "Price Bid" as the case may be and these envelopes are to be placed in a single cover super scribing "Tender for Hiring of Hotel Rooms on monthly rental basis to State Bank of India for Guest House at Mussoorie" and should be submitted in a manner as advised in NIT.

**Basic Requirements:**

1	Quantity	5 Nos Double Bedded room with Balcony
2	Room Size	<ul style="list-style-type: none"> <li>➤ Room Size 150 Sqft or more.</li> <li>➤ Least dimension of the room &gt;11 Feet</li> <li>➤ Attached Toilet Size 40 Sqft or more.</li> <li>➤ Least dimension of attached toilet &gt;5 Feet</li> <li>➤ Size of attached Balcony 10 Feet X 5 Feet or more</li> </ul>
3	Check in & Check out time:	<p>Check in Time – 14:00 Hrs</p> <p>Check out Time is 12:00 Hrs</p>
4	Ambience	Reception, Guest Rooms and Dining area should have aesthetic look, soothing appearance, well ventilated, with ample natural light, free from dampness, shabby look.
5	Furniture/ Fixture / Linen Required	<ul style="list-style-type: none"> <li>➤ Double Bed with 5 inch or more thick mattress.</li> <li>➤ Bed Sheet suitable for Bed Size</li> <li>➤ Pillows 4 Nos of Standard Size</li> <li>➤ Door mat at the entrance, toilet, Balcony door</li> <li>➤ Towel 4 Nos for adults</li> <li>➤ Slippers 2 Pairs</li> <li>➤ Cupboard sufficient for storage of Luggage/ Luggage rack</li> <li>➤ 2 Nos sitting chairs with 1 round table</li> <li>➤ False Ceiling fitted with sufficient nos of LED light fittings</li> <li>➤ Curtain sufficient for coverage of windows</li> <li>➤ 32 inch or bigger size Flat LED TV set with DTH connection in running condition</li> <li>➤ Room Heater running on mains and backup power supply</li> <li>➤ Ceiling, wall or stand fan</li> <li>➤ Exhaust fan in attached toilets</li> <li>➤ Toilets attached with the offered rooms should have modern amenities, branded fittings and fixtures</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Jug for drinking water with 2 Nos of Glass</li> <li>➤ Intercom connected to reception, kitchen and housekeeping</li> <li>➤ Double bed size blanket of standard make with cover .</li> <li>➤ Hot Water kettle, with Tea, Coffee, Green Tea, Sugar and Milk sachets should be provided in all the rooms sufficient for use by 2 Adults and 2 Kids per day per room.</li> </ul> <p><b>Note: All the linen / towels/ pillow covers/ blanket covers are to be changed on daily basis or on change of occupancy or as demanded by the guests</b></p> <p><b>All Blanket/ Curtain/ pillows/ bed sheets are to be provided in usable condition.</b></p>				
6	Facilities required	<ul style="list-style-type: none"> <li>➤ Hotel to have their own restaurant in running condition with kitchen facility capable of serving North Indian, Punjabi, Chinese, and South Indian cuisine (veg and non-veg both), <b><u>food charges will be born by the guest at their own.</u></b></li> <li>➤ Luggage picks and drop facility from Parking area to respective rooms and vice versa.</li> <li>➤ Daily housekeeping and maintenance of hotel room in all respect have to be arranged by the hotel owner at his own cost.</li> <li>➤ The attached toilets of the respective rooms should have 24x7 Hot &amp; Cold water supply either through individual Geyser or through centralized water heating system, in addition of solar Geyser (if available). Availability of solar Geyser is optional not mandatory.</li> <li>➤ All electrical fittings and fixtures and their maintenance have to be arranged by the hotel owner at his own cost.</li> <li>➤ All sanitary fittings and their maintenance have to be arranged by the hotel owner at his own cost.</li> <li>➤ Internet / Wi-Fi facility (4G Speed) in all rooms.</li> <li>➤ Dormitory for 5 Nos driver with common toilet.</li> <li>➤ White Set of Bed Sheets, Pillow covers and towels in clean &amp; usable condition to be provided in each room to be changed on daily basis as per convenience of Guest.</li> <li>➤ Standard toiletry Kits to be provided in each room sufficient for use of all the Guest in the room</li> </ul> <table border="1"> <thead> <tr> <th>Male Guest</th> <th>Female Guest</th> </tr> </thead> <tbody> <tr> <td>Toothbrush, Toothpaste, Tongue cleaner, Face powder, Hair oil, Bath Soap, Shampoo Sachet, Conditioner Sachet, Slipper, Shaving Kit, Hand Sanitizer</td> <td>Toothbrush, Toothpaste, Tongue cleaner, Face powder, Hair oil, Shampoo Sachet, Conditioner Sachet, Shower cap, Shower Gel, Slipper, Sanitary napkin, Hand Sanitizer</td> </tr> </tbody> </table>	Male Guest	Female Guest	Toothbrush, Toothpaste, Tongue cleaner, Face powder, Hair oil, Bath Soap, Shampoo Sachet, Conditioner Sachet, Slipper, Shaving Kit, Hand Sanitizer	Toothbrush, Toothpaste, Tongue cleaner, Face powder, Hair oil, Shampoo Sachet, Conditioner Sachet, Shower cap, Shower Gel, Slipper, Sanitary napkin, Hand Sanitizer
Male Guest	Female Guest					
Toothbrush, Toothpaste, Tongue cleaner, Face powder, Hair oil, Bath Soap, Shampoo Sachet, Conditioner Sachet, Slipper, Shaving Kit, Hand Sanitizer	Toothbrush, Toothpaste, Tongue cleaner, Face powder, Hair oil, Shampoo Sachet, Conditioner Sachet, Shower cap, Shower Gel, Slipper, Sanitary napkin, Hand Sanitizer					

7	Parking Space	5-6 cars (exclusively for Bank's Guest)
8	Possession	All rooms are to be in ready to move in condition on the date of visit by Bank's committee
9	Agreement Period	The initial period of lease will be of 5 years and will be renewed further for 5 years with mutual consent.
10	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bid.
11	Validity of tender	3 months from-the last date of submission of the tender
12	Stamp duty payable in registration of agreement	To be shared in the ratio of 50:50 i.e. 50% of the cost of registration of lease agreement to be borne by lessor and remaining 50% by the lessee.
13	Rental Advance	No advance payable.
14	EMD <u>(Non Interest Bearing)</u>	<b><u>Rs 30,000/- (by way of Demand Daft drawn on any scheduled Bank in favor of State Bank of India, payable at Dehradun) to be deposited by the each bidder along with Technical bid. EMD of unsuccessful bidders shall be refunded within 15 days of opening of financial / commercial Bid. Tenders submitted without EMD as prescribed will be summarily rejected.</u></b>
15	Security Deposit <u>(Non Interest Bearing)</u>	<b><u>Rs 60,000/- by way of Demand Daft drawn on an scheduled Bank in favor of State Bank of India payable at Dehradun ) to be deposited by the successful bidder within 07 days from date of issuing of the letter of intent/Acceptance by the Bank.</u></b>
16	Penalty	@ Rs 6000 per room, per day for not providing the rooms with above mentioned facilities, which will be recovered from the security deposit amount.  Service agreement will be terminated in case of recording of three or more such incidents of not providing rooms with desired facilities.

### **TERMS AND CONDITIONS**

1.1 The successful bidder will have to execute the service agreement as per the standard terms and conditions finalized by the SBI for the purpose, the stamp duty and registration charges of the service agreement will be shared equally (50:50) by the lessors and the SBI. The initial period of service agreement will be 5 years and will be further renewed for 5 years with requisite exit clause to facilitate full/part de-hiring of space by the SBI during the pendency of the lease. As regards increase or decrease in rents payable, increase in rent if any shall be subject to market conditions and to a maximum ceiling of 25% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 + 5 years.

1.2 The rate quoted by the bidder should be all inclusive and no additional payment will be made for any amenities/facilities.

1.3 Tender document received by the SBI AO-Dehradun after due date and time mentioned in NIT shall be rejected.

1.5 All columns of the tender documents must be duly filled in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the tenderer or authorized signatory of the tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer or the authorized Signatory of tenderer. The SBI reserves the right to reject the incomplete tenders.

1.6 In case the space in the tender document is found insufficient, the lessors/ tenderers may attach separate sheets with clear mentioning of such attachments without stipulating any conditions.

1.7 The tender should remain valid at least for a period of 3 (Three) months to be reckoned from the last date of submission of offer.

1.8 There should not be any deviation in terms and conditions as have been stipulated in the tender documents.

1.9 The Technical Bid will be opened on 15.04.2023 at 11:00 am in the presence of bidders/authorized representative of the tenderers who choose to be present at State Bank of India, Administrative Office, 1 New Cantt Road Dehradun. All bidders are advised in their own interest to be present on that date at the specified time either personally or through their authorized representative. The price bid will be opened after evaluation of the technical bid. Price bid of only those bidders who have qualified in the technical bid will be opened. The price bid of all bidders who are unsuccessful in the technical bid will be kept unopened. The date and time for opening of Price bid will be intimated in due course.

1.10 State Bank of India reserves the right to accept or reject any or all the tenders without assigning any reason thereof. In case of exigency and depending upon the suitability SBI may also reject any tender if the hotel rooms are not up to the standard for occupation of SBI employees and their families.

1.11 Canvassing in any form will disqualify the tenderer. NO BROKERAGE WILL BE PAID TO ANY BROKER.

1.12 The short listed bidders will be informed by the SBI for arranging site inspection of the offered premises on scheduled date and time.

1.13 All payments (Rent + GST) to the successful tenderer shall be made by RTGS/NEFT/A/c Transfer.

1.14 Preference will be given to the exclusive hotel rooms on same floor in the hotel having required parking space in the compound / basement of the building.

1.15 Preference will be given to the hotel at main road.

1.16 The details of parameters and its weightage for technical score have been incorporated in Annexure I. The selection of premises will be done on the basis of techno commercial evaluation. 70% weightage will be given for technical parameters and 30% for price bid. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.

1.17 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. However, the landlord will be required to submit the bill to the SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the GST registration number of the Bank and the Hotel apart from name, address etc and the serial number of the bill.

1.18 Rent should be inclusive of all prevailing and future taxes whatsoever, municipal charges, society charges, maintenance, GST etc. (GST will be paid by the Bank as per prevailing rates on production of Tax invoices.

1.19 The number of car parking spaces/slot offered should be indicated separately.

1.20 No advance rent is payable.

1.21 The participation in the tender does not entail any commitment from the Bank regarding hiring of hotel premises.

1.22 The Bank further reserves the right to issue any instruction/clarification in the matter of hiring of Guest House.

1.24 The Bank reserves the rights to cancel the tender at any point of time without adducing any reason.

1.25 Tenderer/bidder should have no objection in installing Bank's signboards.

1.26 After issue of tender acceptance from Bank, lease agreement will be executed and the monthly consideration amount payable shall be reckoned from the date as mutually agreed in the lease agreement. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full hotel premises.

1.27 All the rooms offered by the each bidder should be in the same Hotel, in case of same bidder is having more than one Hotel/property they may bid for each property separately.

Place:

Date:

**DETAILS OF OFFER (Part of Technical Bid)**  
**OFFER SUBMITTED FOR HOTEL ROOMS**

(If anybody willing to offer for more than one proposal, separate application to be submitted for each premise)

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_

We hereby offer the 5 Nos of double bedded Rooms in the ----- Hotel owned by us for housing your SBI Guest House on monthly rental basis at Mussoorie.

**General Information:**

Location:	
Name of the Hotel	
Address of the Hotel in detail	
Distance from Library Chowk	
Name of the owner	
Address of the owner	
Name of the contact person	
Mobile no.	
E-mail address:-	

**A. Details of the offered rooms:**

Room Name / Number					
Weather Room is ready for occupancy (Yes / No)					
Floor at Which Room is Located					
Weather Room is accessible by lift from the reception (Yes / No)					
Weather Power Backup is available for the room (Yes / No)					
Weather Room Heater is running on Power Backup (Yes / No)					



24X7 Water Supply available in the attached toilet of the room(Yes / No)					
Complimentary amenities available with Room					
Complimentary Parking Space available with Room					
Weather dormitory for driver accompanying the Guest					

## Declaration:-

1. I/We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of hotel rooms is accepted.
2. I/We also confirm that the Chief Manager (HR& Admin), State Bank of India, Administrative Office, 1 New Cantt Road, Dehradun reserves absolute rights to reject any bid or all bids without assigning any reason thereof.
3. I/We also declare that there are no Govt./Municipal restrictions barring the letting of the proposed hotel/hotel rooms on rent and I/we am/are the legal owner of the proposed building/premises.
4. I/We have not been blacklisted by any Govt. organization/institution from participating in any Govt. tendering process.

**Place: -**  
**Date:**  
**seal**

**Name and signature of lessor(s) with**

**ANNEXURE - I (PART OF TECHNICAL BID)**  
**HOTEL ROOMS REQUIRED ON MONTHLY RENT BASIS**  
**Parameters based on which technical score will be assigned by SBI.**  
**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**  
**TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS**

**The detailed list and marks assigned to each parameter is as under:**

Sl.	Parameter	Maximum
1	Distance** from Library Chowk towards Kempty fall i) up to 2-4 KM (20 Marks) ii) more than 4 KM and up to 6 KM (10 Marks) Otherwise : Offer will be rejected <b>** on road distance not the aerial distance.</b>	<b><u>20</u></b>
2	Construction of Hotel, Ambience and age of Building Good - 20 Marks, Average - 10 Marks, Fair - 5 Marks and Poor - 0 Marks	<b><u>20</u></b>
3	Availability of Parking Space • 6 Cars*** (20 Marks) • 5 Cars*** ( 10 Marks) Otherwise : Offer will be rejected ***Car of size equivalent of Innova Crysta	<b><u>20</u></b>
4	View from Balcony : Obstruction free valley view of Greenery (Good – 10 marks, Average – 5 marks, Fair – 3 marks) Without valley view : Offer will be rejected	<b><u>10</u></b>
5	Suitability & Quality of Furniture, fixtures, fittings, interiors etc in Room (Good – 10 marks, Average – 5 marks, Fair – 3 marks, Poor – 0 marks)	<b><u>10</u></b>
6	Overall suitability in view of the Bank's Committee	<b><u>20</u></b>

Place:

Date :

Signature of the Bidder