

STATE BANK OF INDIA

ADMINISTRATIVE OFFICE, 40-SDA COMPLEX, KASUMPATI, SHIMLA, HP-171009

TENDER NOTICE

**INVITATION OF BIDS FOR HIRING OF ROOMS IN HOTEL/GUEST HOUSE
WITHIN THE MUNICIPAL AREA SHIMLA**

Applications are invited from Individuals/Sole Proprietors/Agencies/Firms/LLP/Companies/POA Holders engaged in the business of Hotels / Guest House for hiring of 10 (Ten) numbers of rooms in ready to occupy condition within **Municipal Corporation area of Shimla** having sufficient parking space, on monthly rent basis for utilizing as Bank's Holiday Home, for its employees under **Two-Bid system** i.e. Technical Bid and Financial Bid. Interested persons /Agencies fulfilling the minimum eligibility criteria may apply in prescribed format which may be downloaded from the Bank's website www.sbi.co.in under the link "**Procurement News**".

State Bank of India (hereinafter called as Bank) intends to hire Hotel/Guest House Rooms for use as Holiday Home on monthly rent basis which are in ready to occupy condition, from Individuals / Firms/ Companies under two bid systems, as per details given below.

<u>Numbers of rooms required</u>	<u>Location</u>	<u>Remarks</u>
10 (Ten)rooms with Double Bed within MC Shimla only. The rooms should have facilities like intercom, hot water, RO water, LED TV etc.	The Hotel / Guest House having enough parking space should be ideally located in the prime place of City with good public transportation connectivity and good connectivity to Bus Stand and Railway Station.	The rooms will be available for Bank's guests at any time. Check out 1200 Hrs.

The Bidders are required to quote most competitive rates for providing rooms. The Financial bids of Bidders who qualify in technical bids shall only be opened. The interested parties should send their bids in sealed cover, along with Earnest Money Deposit, in the format which can be obtained from the **CHIEF MANAGER (HR), STATE BANK OF INDIA, ADMINISTRATIVE OFFICE, 40-SDA COMPLEX, KASUMPATI, SHIMLA, HP-171009** on any working day or can be downloaded from the website www.sbi.co.in under the link "Procurement News". **The Bidders are requested to read the Tender document carefully and understand the terms and conditions before submitting the bid.**

Details of the tender are given below:

1	Name of Work	Tender for hiring of Hotel/Guest House Rooms for using as Bank's Holiday Home on monthly rent basis within Municipal area of Shimla
2	Earnest Money Deposit (EMD)	Rs. 20,000 (Twenty Thousand only) in the form of Demand Draft / Banker's Cheque only, issued by Scheduled Nationalised Bank drawn in favour of State Bank of India, payable at SBI, Shimla with technical Bids.
3	Cost of tender documents	Tender documents may be downloaded from Bank's website free of cost or may be obtained from the office of the Deputy General Manager (B&O), State Bank Of India, Administrative Office, 40-SDA Complex, Kasumpati, Shimla (H.P.)-171009; on any working day between 1000 hrs. and 1600 hrs.

4	Last date and time of receipt of Tender	31.05.2023 by 1500 hrs
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5	Address at which the Bids are to be submitted	Deputy General Manager (B&O), State Bank Of India, Administrative Office, 40-SDA Complex, Kasumpati, Shimla (H.P.)-171009 on all working days between 1000 hrs to 1700 hrs but not later than 1500 hrs on 31.05.2023.
6	Date and time of opening of Technical Bids	On or before 10.07.2023 by 1530 hrs. (Date and time of opening of Financial Bids will be announced & intimated beforehand, if opened before 10.07.2023)
7	Place of opening of Tenders	State Bank of India, Local Head Office, Sector- 17, Chandigarh
8	Technical Bid.	Annexure-I
9	Financial/Price Bid	Annexure-II
10	Undertaking & declaration	Annexure-III
11	Certificate for the documents Downloaded from the website	Annexure-IV
12	Letter of authorization for attending bid opening process.	Annexure-V

In case, the date of opening/closing of Bids is declared a holiday, the bids will be opened/closed on the next working day at the same time. Bank has the right to accept/reject any/all bid(s) without assigning any reasons.

The Bank/Committee also reserves its right to reject any bid which, in the opinion of the Bank Committee, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.

Place: Shimla
Date: 10.05.2023

Chief Manager
(Human Resource Department)

DISCLAIMER

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of State Bank of India (Bank) is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender invitation is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender document. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

TENDER INVITATION

STATE BANK OF INDIA (SBI), a body corporate, constituted under the State Bank of India Act, 1955, is a Premier Banking Institution with large network of branches in the country. The Bank through its Administrative Office at Shimla, desires the Bids from Individuals/ Sole Proprietors/ Agencies/ Firms/ Companies engaged in the business of Hotels/Guest House in Shimla for hiring of 10 (Ten) numbers of rooms in ready to occupy condition in Hotel / Guest House having sufficient parking space, on monthly rent basis, for utilizing as Bank's Holiday Home under Two-Bid system i.e. Technical Bid and Financial Bid. Interested persons/Agencies fulfilling the minimum eligibility criteria may apply in prescribed format which may be downloaded from the Bank's website www.sbi.co.in under the link 'Procurement News'.

2. GUIDELINES FOR SUBMISSION OF TENDER INVITATION

- a. One Bidder shall submit only one tender.
- b. Each page of Tender Document shall be signed by the Authorised Signatory.
- c. Room size with dimensions, Room Numbers offered, Photograph of rooms and site plan of the Hotel/Guest House showing the main approach road, road on either side if any, width of the road(s) and landmarks around the hotel should be enclosed.
- d. The bidder must submit copies of Trade License, valid Fire License and all other Statutory Licenses/ Permits along with the offer. The successful bidder will be required to produce the originals of these licenses/ permits for verification if required by Bank before finalizing the contract.
- e. The Rate quoted should be inclusive of all taxes and other charges, if any, per month per room except other paid facilities (GST may be treated separately).
- f. Offer(s) incomplete or deficient, received late and/or not signed by the Bidder on all the pages will not be accepted.
- g. The contract shall be finalized subject to recommendation of the Committee constituted for inspection of the Premises and verification Quality/Services provided by the bidder and approved by the Competent Authority of Bank.
- h. **Documents constituting the Contract:** The invitation of Bids, the terms and conditions of the Tender, Bid of the successful Bidder and Letter of Acceptance issued by Bank along with any amendment issued prior to signing of the Contract shall constitute the Contract between Bank and the successful Bidder. A separate contract on these lines may also be signed between the parties.
- i. The tender will be processed under Two-Bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted as per the following procedure:

TECHNICAL BID

Technical Bid as per Annexure-I should be furnished in Envelope 'A'.

This shall include details of services being provided and various other terms & conditions. Details of documents asked should also be enclosed with the Technical Bid.

(Price and other financial details must not be included in the technical bid.)

FINANCIAL/PRICE BID

Financial Bid as per Annexure-II should be furnished in Envelope 'B'.

No other format will be accepted. Both envelopes should be sealed and kept in another Envelope 'C' and sealed.

Technical Bids shall be opened first and subsequently, after preliminary scrutiny of Technical bids, verification of credential, site inspection of the shortlisted premises by the bank's officials, assessment of the bids, the Financial Bid of only those bidders whose offers are found suitable to the Bank after site inspection, will be opened at later date.

Bidder should furnish earnest money deposit (EMD) in the form of **Demand Draft/Banker's Cheque only**, issued by any scheduled/nationalized commercial Bank, for ₹ **20,000/- (Rupees Twenty Thousand only)** along with the Technical Bid, drawn in favour of **State Bank of India, payable at Shimla.**

The individual signing the tender form or any document forming part of the tender on behalf of Company/Partnership Firm/LLP shall be responsible to produce an authenticated copy of the resolution passed by company/ Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the company/firm/LLP, as the case may be, in all matters pertaining to the tender. If the person so signing fails to provide the said copy of resolution passed or Power of Attorney, the Bank without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender.

The EMD will be returned interest free to the unsuccessful Bidders after thirty (30) days from completion of tender process. The EMD is payable by all categories of Bidders and no exemption from caution money deposit is permissible. Earnest Money Deposit (EMD) in the form of cheque or cash is not acceptable. Bids without earnest money deposit shall be treated as invalid. Bids with defective financial instruments shall also be treated as invalid.

In the case of successful Bidders, Earnest Money Deposit amount will be forfeited by the Bank, if:

- i. After submission of the tender, the Bidder fails or refuses to comply with any/all the terms and conditions of the tender.
- ii) The Bidder withdraws the offer during the validity period.

j. Last Date:

Bidders must ensure that the duly signed and filled Bids enclosing all the required stipulated documents in sealed cover, is delivered to **Deputy General Manager (B&O), State Bank of India, Administrative Office, 40-SDA Complex, Kasumpti, Shimla (H.P.)-171009**, well within the time so as to reach the Bank not later than **1500hrs on 31.05.2023**. Bids received after the due date and time shall be rejected and returned to the Bidder by the Bank and no correspondence will be entertained in this regard.

k. Date of opening of bids:

The Technical bid will be opened, in the presence of participating bidders or their representative duly authorized in writing, **on or before 10.07.2023 at 1530 hrs (under prior intimation to the bidders)** at the office of **State Bank of India, Local Head Office, Sector- 17, Chandigarh 171009**. Date and time of opening of Financial bid will be announced later. The date of opening of the financial bids will be intimated to technically qualified bidders.

l. Bids should be addressed to:

**Deputy General Manager (B&O),
State Bank of India,
Administrative Office,
40-SDA Complex, Kasumpti, Shimla (H.P.)-171009**

m. Bidders are advised to read and understand the complete scope / value and volume of the work involved before submitting their bids. No Clarifications shall be entertained after submitting the bids.

n. Bidders are advised in their own interest to study the terms and conditions of the tender carefully and then only submit bids accordingly. Any tender/quotation received against this tender shall be governed by the terms and conditions indicated in the tender document and the Bidders quoting against this tender shall be deemed to have read, understood and accepted the same.

o. Price and Validity:

i) The Rates must be quoted as detailed in **Annexure-II** covering the entire activity as per the scope of the contract. Rates shall be inclusive of all Taxes & duties, rates, charges, insurance costs etc., as applicable. However, if quoted rates are exclusive of GST then the GST, as applicable, shall be paid additionally after receipt of valid GST certificate (as applicable), registration certificate from the contractor and proof of payment of tax whenever the same have been paid and claimed.

i) Rates agreed upon shall remain same throughout the period of Contract.

p. The discount, if any, should be straight and simple. No conditional discount will be given weightage for comparison purpose. However, the Bank may avail this to their benefit.

q. (i) The term of contract will be **valid for a period of 5 (Five) years**.

(ii) After expiry of the above prescribed period of 5 years, the Bank reserves the right to extend for further period of 5 years, on the same terms and conditions if it so desires at its sole discretion subject to the mutual agreement between the parties, for a further admissible period.

r. The finalization and declaration of the final Bidder will be subject to the approval of the competent authority.

s. The technical bid will be opened on or before (with prior intimation to bidders) **10.07.2023** at **1530 Hrs** in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the shortlisted premises offered by them, assessment of the offers, the financial bids of only those bidders, whose offers are found suitable to the Bank, will be opened at a later date. The date of opening of financial bids will be intimated in writing to those bidders whose offers are found suitable.

t. **The suitability of the Hotel/Guest House premises will be evaluated by giving weightage to the equivalent aspects in various parameters like location, distances from Railway Station, Bus Stands and Main Branch Shimla, amenities available, nearby surroundings, availability of sufficient parking space, proneness to water logging/flood etc., quality of construction, efficacy of internal layout of Hotel/ Guest House premises and layout of Rooms Offered in the Hotel/Guest House Complex.**

u. **The details of parameters and its weightage for technical score has 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 applicants.**

3. MINIMUM REQUIREMENTS:

1. The Hotel should be located within the area of MC Shimla only, having good connectivity to Bus Stands, and enough parking space.

2. The bidder shall be prepared to rent out well maintained 10 (Ten) Rooms with attached toilet and bathroom. The rooms should be equipped with modern facilities along with the following facilities preferably as available in the hotel as mentioned here under:
 - 24 Hour Room Service.
 - Laundry and Valet Services.
 - Travel & Tour Facility.
 - Sufficient Car Parking.
 - LCD/LED Television with 24hrs DTH/Cable connection (all popular National/Regional News, Sports, Entertainment, Family channels).
 - 24 Hours water, hot and cold running water in the bathroom with western type toilets.
 - 24 Hours electricity supply with generator back-up.
 - Intercom facility in the room.
 - Rooms should be cleaned every day. Bed linen and towels should be changed every day.
 - Room heating appliances.
3. **Water Supply.** The owner should ensure and provide adequate supply of RO drinking water and water for W.C & Lavatory to the rooms throughout the contract period.
4. **Electricity:** The building should have sufficient sanctioned electrical power land, power back up, Lifts and made available to the Bank's guests.
5. **Parking:** The Hotel shall provide adequate four wheeler/ two wheeler parking space for Banks guests and no charges should be collected for parking.
6. Bank reserves the right to increase or decrease the number of rooms based on the experience with giving one month's notice to the successful bidder.
7. Rooms should be airy with proper ventilation and sufficient sunlight in the day time.
8. Rooms should be on good location of the Hotel/ Guest House.
9. Each room should have Linen, Towels, Bed Sheets, Woollen Blankets, Quilts, Pillows etc.
10. Proper and adequate steps and care should be taken for maintaining cleanliness, sanitation etc. in the rooms.
11. Hotel/ Guest House should provide complimentary Taxi facility in case of emergency for taking occupant to nearby hospital.
12. The Hotel/ Guest House staff should be courteous with Bank's guests. In case of any damage to the Hotel/ Guest House property by the guests, the hotel authorities are free to collect the damages from the guests as in the case of hotel/ Guest House's customers and Bank is not responsible for the same.
13. The Hotel/ Guest House shall abide by the rules, guidelines, policies and procedures applicable to running Hotel/ Guest House business, follow the rules and regulations issued by the various Government Authorities under whose jurisdiction the agreement will fall, from time to time.
14. Successful bidders should be prepared to maintain a separate register exclusively for the Bank's guests as prescribed by the Bank. These rooms will be earmarked for the bank use only and not be given to other guest, even if remained vacant.

15. Successful bidders should be prepared to maintain a Complaint and Feedback Register exclusively for Bank guests. All the guests should register their feedback/complaints if any. Time of complaint should also be recorded. Remedial measures should be taken on daily basis. Remarks along with date and time with signature of authorized person of Hotel/ Guest House and the guest should be recorded on the register. This register should be presented to the officer coming for inspection. A copy of the same should be submitted to Bank along with monthly bill for review. Bank shall be free to deduct Rs.500/- per day as penalty in case the complaint of guests are not addressed within 24 hours of complaint being recorded in the register.
16. If the successful bidder fails or refuses to allot the room to a guest, even if a room is vacant without any justifiable reason, the Bank shall be free to impose a penalty of Rs. 5,000/- per incidence and same shall be deductible from any amount payable by the Bank to the bidder.
17. Payment will be made to the successful bidder on monthly instalments basis, to be paid after completion of each month from the effective date of the contract. Payment will be made by NEFT/RTGS/Transfer/Banker's Cheque only (as applicable) for which the successful bidder will provide the relevant bank details in the prescribed format of Bank. Payment will be made after deduction of Statutory Taxes.
18. The Hotel should have good frontage and proper access with sufficient parking space.
19. The particulars of amenities provided / proposed to be provided in the hotel should be furnished in the technical bid.
20. The bidder should not have been black-listed by any of the Government /PSU and no case should be pending or filed in any court for any illegal activities.
21. Tenders from intermediaries or brokers will not be entertained.
22. The Hotel rooms offered should be in good and ready to occupy condition. The rooms should be ready for occupation within 10 days after the acceptance of their offer by Bank.
23. It may be noted that no negotiations will be carried out, except with the lowest Bidder and therefore most competitive rates should be offered.
24. Rate should be quoted for per room per month inclusive of all taxes and other charges if any. Nothing extra will be paid other than the monthly rent. Rent shall be payable after completion of each month.
25. **Contract period:** Minimum period of contract will be **five years** or as decided by the Bank/Committee.
26. Income Tax will be deducted at source at prevailing rate.
27. **No advance** shall be payable by Bank.
28. **No enhancement** would be allowed on account of any reason, whatsoever, during the period of contract.
29. Landlord will arrange to provide all sanitary fitting as per Bank requirement.
30. Land lord will carry out major structural civil, sanitary and electrical repair/maintenance work, if required at his cost and will also ensure the roof remains water tight. In case the above repair required and he/she fail to attend to the same the Bank will carry out necessary repair at landlord risk and cost.
31. Plastic paint, Oil bound paint and painting etc. as per the Bank instruction shall be done after every two year failing which the Bank shall be at liberty to get the same done at your risk and as per actual cost.
32. All external door and window shall be provided with steel grill and shutter by landlord.

33. Necessary arrangement for continuous water supply, and independent underground and overhead water tank of sufficient capacity will be provided along with electric pump for lifting of water to have continuous water supply.
34. Bank shall only take possession of the premises after completion of all the construction and furnishing works.
35. Lease agreement will be executed and rent payable shall be reckoned from the date of occupation. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
36. MODE OF MEASUREMENT FOR PREMISES IS AS FOLLOWS:-

Rentable area of the premises (space of room covered) should be clearly mentioned as floor area as per IS 3861 code which could be always measured jointly by the Bank and the land lord.

4. OTHER REQUIREMENTS

- a. Bids should be complete in all respects and incomplete bids will be summarily rejected. The Bank will not entertain any correspondence in this regard.
- b. Canvassing in any form entails disqualification for further consideration. No brokerage will be paid to any broker.
- c. Any Bidder found influencing or intimidating other Bidders/ Tender process is and will be liable to/for disqualification.
- d. The Bank's decision in respect of any dispute arising out of the hiring of Hotel Room/Guest House shall be final and binding on the Bidder or his representative.
- e. The Bidder shall procure and arrange at his expense all necessary permits, certificates and licenses required under any or all applicable laws, regulations, ordinances and other rules in effect at the place where any service/s is/are to be performed, and the Bidder further agrees to hold and keep the Bank indemnified from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.
- f. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Shimla shall alone have exclusive jurisdiction.
- g. The Bidder shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any extent in favour of any third party without prior consent of the Bank in writing.
- h. The Bidder shall always ensure that the hours of work and other service conditions of employment of his employees are in accordance with all applicable laws and rules including Contract Labour (Abolition & Regulation) Act 1970. All liabilities and penalties arising out of violation of any of the laws, rules and regulations shall only be borne by the Bidder.
- i. The Bidder's and his employee shall always keep and maintain the information that may come to their knowledge or information about the officials, or the conversations, documents, addresses, places of visits to strictly in confidence and confidential and they are duty bound not to disclose such information to any person or persons without the prior permission had in writing from the concerned officer and the Bank.
- j. The Bank reserves the right to reject or accept or cancel partly or in full any or all bids without assigning any reason whatsoever. The decision of the Bank in this regard is final and binding on the Bidders.
- k. The successful Bidder may be required to execute an Agreement with the Bank in the format prescribed by the Bank.**

5. INDEMNITY & LIABILITY

a) The Bidder agrees to indemnify the Bank against all losses or claims in respect of any or all statutory/ financial obligations arising out of any negligence or misconduct on the part of the bidder however and in whatsoever manner caused to the Bank. The Bank will not enter into any litigation whatsoever under any circumstances in respect of foretasted statutory/ financial obligations. Any litigation if so warranted /compelled will be conducted and pursued by the Bank at the cost of the Bidder only.

b) The Bank shall be liable only for paying agreed hiring charges. The Bidder shall be responsible and answerable for all claims from third parties including the employees of the Bank in the event of any accident or injury, death, loss or damage leading to involving any liability caused by the Bidder or its employees. The Bank will have no master servant relationship with the employees of the Hotel/ Guest House. The relation of bidders and the Bank is principal-to-principal basis. If during the contract period, any loss or damage to property or life, death due to accident etc., is caused either to the occupants or employees of the Hotel/ Guest House or any other third party, the Bank shall not be responsible for the same.

c) The Bidder shall be responsible for all legal compliances prescribed by Government of India and the State Governments concerned which shall among others include law relating to Income Tax, Accident, ESI, EPF, Insurance, Contract Labour (Abolition & Regulation) Act, Industrial Disputes Act, Workmen Compensation Act, Payment of Wages Act, Minimum Wages Act etc. The Bidder shall submit proof of payment of statutory dues. Any breach of the applicable laws, rules and regulations would entitle the Bank to cancel the contract.

(d) Payment to the Bidder will be based upon the record maintained by the bidder. It is therefore, necessary that occupancy record/ Register should be signed by the occupants.

6. TERMINATION

The Bank reserves the right to terminate the contract by giving 30 (thirty) days' notice and without assigning any reason whatsoever. Without prejudice to the above, the Bank reserves its right to terminate the agreement for any reason at its absolute discretion including but not limited to the following:

(i) The Bank may, without prejudice to any other remedy for breach of contract, may terminate the contract agreement by 30 (thirty) days' notice in the event of unsatisfactory performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the contractor, or the engagement is not in the interest of the Bank or the Bank no more requires any such service and the Contract shall be deemed to have been terminated for all purposes on the expiry of the 30 (thirty) days from the date of receipt of the notice.

(ii) **Other Grounds for Termination:** The Bank is entitled to terminate this contract/agreement for any reason at its absolute discretion forthwith without notice without assigning any reason and without payment of any compensation, in the following cases: -

a) The bidder is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of competent Jurisdiction.

b) If any charge sheet is filed by a competent authority of the Government against the Agency/ Company, or the bidder is convicted by a criminal court on grounds of moral turpitude.

c) For any reason whatsoever, the bidder becomes disentitled in law to perform his obligations under this agreement.

d) The Bidder is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the Bank.

7. Validity of Tender

Tenders shall remain valid and open for acceptance for a period of 3 (three) months from the last date of submission of Bid. If the bidder withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptable to the Bank, the Bank shall be at liberty to forfeit the EMD without prejudice to any other right or remedy.

Place :

Date :.....

Signature of Owner / Director
Authorised Signatory

Official Seal/Stamp

TECHNICAL BID (COVER-A)
(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)

Passport size photograph of the Bidder/authorised signatory with Power of Attorney

Profile of the Bidder:

1. Name of the Bidder.....
2. Name of the person submitting the Bid
(whose photograph is affixed) Shri/Smt.....

(The Bid should be signed as per terms and conditions mentioned in the Tender Documents)

Bidder will submit the attested copy of the PAN Card / Election Commission I-Card / Passport of the proprietor or authorized signatory in case of proprietor is not signing the tender document. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents.

Registration & incorporation particulars of the Bidder. Date of Registration.....

- i) Individuals
- ii) Proprietorship Concern
- iii) Partnership Firm
- iv) Limited Liability Partnership
- v) Private Limited Company
- vi) Public Limited Company

(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)

3. Name of Proprietor/Partners/Directors.....
4. Permanent Income Tax member, Income Tax circle.....
5. GST Number.....

PARTICULARS REQUIRED

S. No.	DESCRIPTION	
1	Name and Address of the Hotel/Guest House.	
2	Phone No. and Fax No.	
3	Email ID.	
4	Website Address. (If any)	
5	Contact Person with designation and Mobile No.	
6	Valid license from Competent Government authority to run the Hotel/ Guest House (attach certificate)	
7	Nos. of Rooms in the Hotel/ Guest House	

8	Location of rooms (e.g. Ground floor etc)	
9	Availability of Emergency/Fire Exit.	
10	Whether each room has Balcony.	
11	Total No. of Floors.	
12	Lift with Generator facility available.	
13	Generator supply given to rooms.	
14	Whether restaurants available. Timing of restaurant, Vegetarian or Non-Veg. Food. Seating capacity of restaurant. Room service available.	
15	Hotel/ Guest House distance from State Bank of India, Main Branch Shimla.	
16	Distance from Railway Station, bus stands by road.	
17	Detail (area etc.) of parking space.	
18	Certificate of Star rating of Hotel/ Guest House from competent authority. (attach copy of certificate, if applicable)	
19	Total number of Rooms with category and tariff charged for your customers for each type of rooms (Attach separate sheet)	
20	Additional facilities such as Restaurants, Gym, Spa, Swimming Pools, Indoor Games, any other entertainment etc, available in the Hotel/Guest House, if any.	
21	Any discount allowed to SBI guests for the paid services. (Other than hired rooms)	
22	Any welcome kit (Soap/Toothpaste/Shampoo etc.) given to guests on arrival. Furnish the items in the welcome kit.	
23	Whether Newspaper supplied to room.	
24	Details of furniture and appliances provided in the room.	
25	Whether rooms are having Room Heating System.	
26	Locker facility and cloak room is available for guests.	
27	LCD/LED TV with Cable/DTH connection available in the rooms	

28	Room Nos. offered to SBI with Details such as floor No, No. of Beds, Carpet area of room, Furniture, other appliances etc. available in the room. (Attach Photos of rooms offered)	
29	Laundry facility available	
30	Whether emergency medical facility available or any tie-up available with any hospital nearby. Please mention.	
31	Any other detail other than the aforesaid you would like to add.	

UNDERTAKING

- a) I/We hereby certify that all the information furnished above are true to my knowledge. I have no objection to the Bank verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- b) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling Bank to avoid / cancel any resultant contract and forfeit the EMD deposit.
- c) I/ we further undertake that as and when called upon by the Bank for inspection, to produce original (s) of the documents of which topics have been attached hereto.
- d) It is certified that I/ we have not been debarred or blacklisted from participation in Govt tenders at the time of purchasing this tender document.
- e) I/ We also certify that, I/ We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Shimla

Date:.....

Signature of Bidder/Authorized signatory

Name of the Bidder.....

Seal/Stamp of the Bidder

.....

List of Enclosures

- a. Copy of Partnership Deed/Proprietorship Deed/Article & Memorandum of Association, as the case may be.
- b. Permanent Account No. (PAN) Copy
- c. Certificate of GST No.
- d. Power of Attorney in the name of person signing this bid (Authorized signatory)
- e. EMD of Rs 20,000/- in favour of "**State Bank of India**", payable at Shimla.
- f. Photocopy of the Registration/incorporation of the Bidder.
- g. Certificate under Shop & Commercial Establishment Act.
- h. Copy of Star Rating Certificate (if applicable).
- i. Copy of License permission for running Hotel/Guest House.
- j. Annexure III, IV & V

FINANCIAL BID (COVER-B)
(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)

With reference to your advertisement in the _____ dated __/__/2023 and having studied and understood all terms and conditions stipulated in the newspaper's advertisement and in the technical bid. We hereby offer the hotel/guest house rooms owned by us for housing your Holiday Home on monthly rental basis at Shimla, HP

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

General Information:

Location:

a.	Name of the Hotel/Guest House	
a. 1	Name of the Street	
a. 2	Name of the City	
a. 4	Pin Code	
b.	(i) Name of the Owner (s) (ii) Address (iii) Name of the contact person (iv) Mobile No. (v) E-mail address	

Rent:

Level of Floor	Total Floor Area for all the 10 rooms (sq.ft.) As per IS: 3861 Code	Rent per sq. ft. per month (Rs.)	Total rent per month of all 10 rooms (Rs.)
Ground Floor/First Floor/any other with lift			
Total Rent			

The service tax/GST, if levied, on rent paid by us shall be reimbursed by the Bank, to us on production of such proof/ challan of payment of tax to the Govt.

Declaration

We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions in case our offer of premises is accepted.

Place:

Date:

Name & Signature of bidder(s) with seal, if any

UNDERTAKING & DECLARATION

(For understanding the terms & conditions of tender and scope of work)

(a) Certified that:

1. I/We.....have read, understood, and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.

(b) The bidder hereby covenants and declares that:

1. All statutory obligations for last three years ending have been complied with.
2. If I/We fail to enter into the agreement & commence the work in time, the EMD deposited by us will stand forfeited to State Bank of India (hereinafter called as Bank).
3. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, Bank reserves the right to debar our tender offer/cancel the LOA/Work order if issued and forfeit the EMD/ bill amount pending with Bank. In addition, Bank may debar us from participation in its future tenders.
4. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.....to..... (Including all documents like Annexure(s), Schedules etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
5. I/We declare that I/We/our Company / LLP/ Partnership / Society / Proprietorship have not been blacklisted by any Central/State Government Department / Public Sector Undertaking.

Date:

Place:

Signature of Bidder

.....
Name of the Bidder
(Along with date & seal)

CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE WEBSITE

I.....(Authorized Signatory) hereby declare that the Tender Documents submitted have been downloaded from the website <https://www.sbi.co.in> and no addition/deletion/correction has been made in the documents downloaded.

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

Date:.....

Place:.....

Signature of Bidder

.....
Name of the Bidder
(along with date & seal)

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending Bid opening on in the bidding of.....

Following persons are hereby authorized through duly passed resolution*/ Power of Attorney* to attend the bid opening for the tender mentioned above on behalf of..... in order of preference given below:

Order of Preference	Name	Specimen Signature
	Contact No.:	
	Contact No.:	

- Certified copy should be enclosed

Signature of the Bidder with Seal

.....
Name of the Bidder

or

Signature of Officer authorized to Sign the Bid Documents on behalf of bidder.

.....
Name of the person authorised by the Bidder

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, the first preference will be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

CHECK LIST FOR THE HELP OF BIDDER (Indicative)

Serial No.	Details of documents to be submitted.
1	Registration No. /License No. to run the Hotel/Guest House.
2	Certificate under Shop & Commercial Establishment Act
3	GST Registration Certificate
4	PAN Card
5	Proof for (proprietor firm) / Partnership firm) LLP / Pvt. Ltd/ Public Ltd Co registration certificate, certificate incorporation/partnership deed and relevant documents
6	Technical Bid (Annexure-I)
7	Financial Price Bid (Annexure-II)
8	Undertaking & Declaration for understanding the terms & conditions of tender and specification of work along with a declaration that they have not been blacklisted for corrupt / fraudulent practices / non delivery of services and non-performance. – (Annexure –III)
9	Certification for the Tender Document Downloaded from the SBI Website. - Annexure-IV
10	Letter of Authorization for Attending Bid Opening. (Annexure-V)
11	Power of Attorney - if applicable
12	Details of Demand Draft for Earnest money deposit (EMD) for Rs.20,000/
13	Authority to sign the Bid Tender Documents
14	Other documents/compliance certificate not stated above

ANNEXURE – I

State Bank of India, PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned by SBI
(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

S N	Parameters	Actual situation	Total Marks	Marks Obtained
1	Floor Level of Rooms	All rooms offered in single floor: 10 Rooms offered are in different floors: 0	10	
2	Floor Details	Ground Floor or 1st floor: 10 2nd floor & other higher floors with lift: 5 Above 2nd Floor without Lift: 0	10	
3	Parking Area	Adequate parking area for 10 vehicles: 10 Parking Area less than 10 vehicles: 5 No parking Area: 0	10	
4	Location of the Hotel	Main Road: 15 Bye Lane from Main road: 10 Other Interior roads: 5	15	
5	Light and ventilation	Adequate natural light and ventilation :15 In-adequate natural light and ventilation:5	15	
6	Quality of Amenities, Fittings and Fixtures etc.	1. Excellent: 15 2. Good: 10 3. Poor / Average: 00	15	
7	Ambience, convenience and suitability of premises as assessed by Bank	As assessed by Bank (with remarks, if any)	25	
	Total		100	