

HR/IR/2025-26/HH--BG
TECHNICAL BID
TERMS AND CONDITIONS
HIRING/LEASING OF HOTEL ROOMS FOR SBI
HOLIDAY HOME AT BODH GAYA

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 (Photo copies may be used in case of multiple offers). "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 leasing of Hotel Rooms to State Bank of India for Holiday Home at Bodh Gaya**" and should be submitted to the Office of the "Assistant General Manager (HR), State Bank of India, 8th, Floor, Local Head Office, West Gandhi Maidan, Patna-800001 (Bihar) in a sealed cover on or before 04.00 P.M. on 31.05.2025.

Basic Requirements:

1.	No. and Type of Hotel Rooms	4 Hotel rooms of standard size for Double Bedded Occupancy including 1 executive room
2.	Facilities required	Hotel Rooms with attached toilets. The Hotel rooms should be well ventilated. The toilets to have all modern amenities, branded fittings and fixtures, etc. The Hotel rooms should have 24 hours water supply. All electrical fittings and fixtures have to be arranged by the owner at his own cost.
3.	Parking Space	4 to 5 cars
4.	Possession	Ready possession/occupation.
5.	Location	<p>a) Hotel premises will be on rental/lease basis at a prime location with lift facility.</p> <p>b) All Hotel rooms should be with attached bathroom/toilet and restaurant facility should be available in Hotel.</p> <p>c) Hotel Rooms should be fully furnished with air conditioner, TV, electric fittings etc.</p> <p>d) 24x7 electricity and water supply.</p> <p>e) Maintenance/upkeep of the Hotel rooms will be the responsibility of landlord/owner.</p>
6.	Preference	<p>(i) Hotel Rooms duly furnished and complete in all respect with required occupancy certificate and other statutory approvals of local civic authority including GST registration.</p> <p>(ii) Provision of lift is compulsory.</p> <p>(iii) Adequate covered/open parking space in the</p>

		compound/basement of the building.
7.	Initial period of lease	The initial period of lease will be of 5 years and will be renewed further for 5 years with mutual consent of both the parties.
8.	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bid.
9.	Validity of tender	3 months from-the last date of submission of the tender
10.	Stamp duty payable in registration of lease 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.
11.	Rental Advance	No advance payable.

TERMS AND CONDITIONS

1.1 The successful bidder should have clear and absolute title to the premises having the rooms and will have to furnish legal title report from the SBI empaneled advocate at his own cost, in case he/she is identified as L-1 bidder. In case any encumbrance is reported in title report, the offer will automatically go to L-2 bidder, if otherwise in order. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the SBI for the purpose, the stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the SBI. The initial period of lease 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 LHO, Patna after due date and time i.e. 31.05.2025 after 4.00 pm shall be rejected.

1.4 The bidders/lessors are requested to submit the tender documents **in a sealed cover on or before 4.00 pm on 31.05.2025** in separate envelopes super-scribed on top of the envelope as "**Technical Bid**" and "**Price Bid**" as the case may be duly filled in (as stated earlier) with relevant documents/information at the following address:

The Assistant General Manager (HR)
State Bank of India
Local Head Office
8th Floor, West Gandhi Maidan
Patna-800001

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 **i.e. 31.05.2025.**

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 05.06.2025 at 5.00 pm in the presence of bidders/authorized representative of the tenderers who choose to be present at **State Bank of India, Local Head Office, 8th Floor, West Gandhi Maidan Patna-800001**. 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 premises/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 Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. 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 in the hotel having ample parking space in the compound / basement of the building.

1.15 Preference will be given to the hotel at prime location near to the 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 successful tenderer/bidder should arrange to obtain the municipal NOC/approval of layouts. The required additional electrical power load and Civil work as required will also have to be arranged by the tenderer/bidder at his/her cost from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the Generator (in case Generator is not provided) will also have to be provided within the compound by the lessors at no extra cost to the Bank.

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

1.23 The Bank further reserves the right to issue any instruction/clarification in the matter of hiring of Holiday Home.

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 obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of roof top antenna/outdoor units of air-conditioners/ display of signboards etc.

1.26 After the completion of the interior works, etc. the lease agreement will be executed and the monthly consideration amount 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 hotel premises.**

Place:

Date:

Name & Signature of bidder/lessor(s)
With seal if any

DETAILS OF OFFER (Part of technical bid)

OFFER SUBMITTED FOR LEASING/HIRING HOTEL ROOMS

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

With reference to your advertisement in the _____ dated _____

We hereby offer the 4 hotel rooms in the ----- Hotel owned by us for housing your **SBI HOLIDAY HOME** on monthly rental basis at Bodh Gaya.

General Information:

A.	Location:	
	Name of the Hotel	
	Address of the Hotel in detail	
B.	Distance from Bodh Gaya Bus Stand (in KM)	
	Name of the owner	
	Address of the owner	
	Name of the contact person	
	Mobile no.	
	E-mail address:-	

A. Technical information (Please tick at the appropriate option)

- a. Building: Load bearing (____) RCC Framed Structure (____)
b. Building: Residential (____), Institutional (____), Industrial (____), Commercial (____)
c. No. of floors (____)
d. Year of construction and age of the building (____)
e. Floor of the offered premises: -

Level of Floor	Carpet Area
Total Area	

B. Hotel rooms ready for occupation : Yes/No

If no, how much time will be required for occupation _____with end date.

C. Amenities available Electric power supply and sanctioned load for the floors
Offered in KVA (Mentioned) _____(KVA)

Availability of Running Municipal Water Supply: Yes/No

Whether plans are approved by the local authorities:
(Enclose copies) Yes/No

Whether NOC from the local authorities has been received: Yes/No

Whether occupation certificate has been received:
(Enclose copy) Yes/No

Whether direct access is available, if yes give details: Yes/No

No. of car parking/bike parking which can be offered
exclusively to the Bank Car-
bike -

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 Assistant General Manager (HR), State Bank of India, Local Head Office, Patna 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. organisation/institution from participating in any Govt. tendering process.

Place: -

Date:

Name and signature of lessor(s) with seal

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

General Information:

A	Name of the Hotel: Address: City: Pin Code:
B	Name of the Owner: Address: Name of the Contact person: Mobile no.: E-Mail Address:

Rent:-

Level of Floor/Floor No.	Carpet Area of Rooms (sq.ft.)	Rent Per room Per month (Rs.)	Total rent per month (Rs.) including GST
Total			

Rentable area will be based on "Carpet area" of the Rooms. Please note that the rent should be inclusive of municipal taxes/cess, service charges like society charges, maintenance charges etc. and will not be paid separately by the Bank.

The GST if levied on rent paid shall be reimbursed by the SBI to the landlord on production of such 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 lessor(s) with seal if any

ANNEXURE - I (PART OF TECHNICAL BID)

HOTEL PREMISES REQUIRED ON LEASE

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 Bodh Gaya Bus Stand	(15 Marks)	
	i) up to 3 KM (15 Marks)		
	ii) more than 3 KM and up to 5 KM (10 Marks)		
	iii) more than 5 KM up to 7 KM (5 Marks)		
	iv) more than 7 KM (0 Marks)		
2.	Construction of Building, Ambience and age of Building Excellent - 20 Marks, Very Good - 10 Marks, Good - 5 Marks and Average - 0 Marks	(20 Marks)	
3.	Nearby surroundings, approach road and Location	20 Marks	
	i) Commercial Market Place with wide approach (20 marks) ii) Partly Commercial Residential locality with wide approach (15 marks) iii) Commercial Market Place with narrow approach (10 marks) iv) Partly Commercial/ Residential locality with narrow approach (0 marks)		
4.	Availability of Parking Space • As specified in the tender (10 Marks) • less than specified in the tender (5 Marks)	10 Marks	
5.	Suitability & Quality of Furniture, fixtures, fittings, interiors etc in Room (Very Good – 15 marks, Good – 10 marks, Average – 5 marks, Poor – 0 marks)	15 Marks	
6.	Offered Rooms in continuity or not, on one floor or not, their location of floor, Balcony, view from the room	10 Marks	
7.	Overall suitability in view of the Premises Selection Committee	10 Marks	

Place:-

Date:-

Name & Signature of lessor(s) with seal if any