

TENDER ID-DEL201905004



SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.

DELHI CIRCLE OFFICE.

5th FLOOR, D BLOCK, 11, SANSAD MARG, NEW DELHI-110001

**REQUIREMENT OF HOTEL ROOMS AS HOLIDAY HOMES FOR SBI ON LEASE
IN KAROL BAGH AREA , DELHI**

SBI infra Management Solutions Pvt Ltd on behalf of State Bank of India intends to hire “Hotel Rooms” which are in ready to occupy condition for use as “Holiday Homes” on Lease basis. For further details and downloading Tender Document please visit Bank’s website www.sbi.co.in under the link “Procurement and others” from **04.05.2019 to 15.05.2019**. The last date for submission of offers at this office will be on or before **3.30 pm.** on **15.05.2019**. Further **Notice/Clarification** in this regard will be posted only on the Banks above mentioned web site.

No brokers please.

**VICE PRESIDENT & CIRCLE HEAD
DELHI CIRCLE**



NOTICE INVITING TENDER (NIT)

SBI infra Management Solutions Pvt Ltd on Behalf of State Bank of India intends to hire on lease basis, Hotel Rooms which are in ready to occupy condition for use as Holiday Homes from Individuals / Firms / Companies/ Trusts under Two Bid system as per details given below :

Number of Rooms Required	Location	Remarks
<p>Fifteen (15) rooms with two beds/ Double bed.</p> <p>The rooms should have facilities like attached bath/toilet with hot water facility, intercom, LCD/ LED TV, packaged drinking mineral water bottles (of 1 Litre) 2 Nos per day, Kettle with Tea/ Cofee/ sugar sachet (2 sachets each per day), Bath Towels and Hand Towels (2 nos per day), toiletry kit (2 no per day) and 1 shoe shiner.</p> <p>(Toiletry kit should consist of 1toothbrush, 1 toothpaste, 1bath soap, 1 shampoo sachet, 1 hair oil sachet, 1 shower gel, 1 comb and shaving kit)</p>	<p>The Holiday home should be located in Karol Bagh area, New Delhi</p>	<p>The rooms will be available exclusively for SBI guest at any time. Two children below the age of 12 years should be allowed to stay in the rooms without any extra charges. Also in case of necessity one additional bed should be provided, without any extra charge to the visitor.</p>
<p>➤ Rooms should have regular Housekeeping facility.</p> <p>➤ Rooms should be maintained properly and should be painted every year.</p> <p>➤ Availability of adequate car/ vehicle parking for visitor.</p>		

The format for submission of the “Technical bid” containing detailed parameters, terms and conditions and “Price bid” can be downloaded from the Bank’s website www.sbi.co.in under important links “Procurement and others” from **04.05.2019 to 15.05.2019**.

An application cum processing fees (non refundable) of Rs.5000/- (Rs. Five Thousand Only) to be paid through State Bank Collect **ONLY** as detailed under;

- 1) login <https://www.onlinesbi.com>
- 2) Select SB Collect from Top Menu, click the check box and “Proceed”
- 3) Select “All India” in “State of Corporate/Institution” & Select “Commercial Services” in “Type of Corporate/Institution” then “Go”
- 4) Select “SBI Infra Management Solutions Pvt. Ltd” in Commercial Services Name and “Submit”



- 5) Select "Tender Application Fee" in "Payment Category" and enter the "Tender ID" exactly as given in first page top of this tender (characters in uppercase Only).
- 6) Fill up all fields such as email, GST No., Mobile No, Vendor/Firm Name etc and make payment.
- 7) Enclose payment receipt having unique reference No. along with EMD for each proposal/offer along-with the "Technical Bid".

Application fee shall not be refundable. The offers in a sealed cover complete in all respects should be submitted on or before **3.30pm on 15.05.2019** during working hours at the following address-

SBI Infra Management Solutions Pvt. Ltd,
Delhi Circle office,
State Bank Of India
5th floor, D block,
11, Sansad Marg,
New Delhi-110001,
Phone- (011)23407366.

The SBIIMSPL/SBI reserves the right to accept or to reject any offer without assigning any reason therefor. No correspondence in this regards will be entertained.

No Brokers please.

VICE PRESIDENT & CIRCLE HEAD

TECHNICAL BID
TERMS AND CONDITIONS

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure-I) and the “Price Bid”. Duly signed and completed “Technical” and “Price Bid” are required to be submitted separately for each proposal (Photo copies may be used in case of multiple offers). The “Technical Bid”(accompanied with non-refundable application fee of Rs.5000/- (Rs. Five Thousand only) as described above) and “Price Bid” should be enclosed in separate sealed envelopes duly superscribed 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 superscribing “**Tender for leasing of Air Conditioned Hotel Rooms near Karol Bagh area for use as Holiday Home**” and should be submitted at the Office of the VICE PRESIDENT & CIRCLE HEAD, SBI Infra Management Solutions Pvt. Ltd.(SBIIMS Pvt. Ltd.), Delhi Circle office, 5th floor, D Block, 11, Sansad Marg, New Delhi-110001 on or before **3.30 PM on 15.05.2019**.

Important points of Parameters –

1	Name of Work	Tender for Hiring of Air Conditioned Hotel Rooms for use as Holiday Homes in Karol Bagh area, Delhi for SBI on lease basis.
2	Parking Space	Availability of adequate parking for visitors.
4	Amenities	The rooms should have facilities like attached bath/toilet with hot water facility, intercom, LCD/ LED TV, packaged drinking mineral water bottles (of 1 Litre) 2 Nos per day, Kettle with Tea/ Coffee/ sugar sachet (2 sachets each per day), Bath Towels and Hand Towels (2 nos per day), toiletry kit (2 no per day) and 1 shoe shiner. (Toiletry kit should consist of 1 tooth brush, 1 tooth paste, 1 bath soap, 1 shampoo sachet, 1 hair oil sachet, 1 shower gel, 1 comb and shaving kit), Generator power back up, Electricity etc.
5	Possession	Ready possession / occupation/expected to be ready to use within 1 (one) month from the date of submission of LOI (letter of intent).
6	Premises under construction	Will not be considered and rejected.
7	Location	Should be located in Karol Bagh area, New Delhi.
8	Preference	(i) All the rooms should be well furnished and located in a single Hotel building. (ii) Offer from Govt./Semi Govt. Departments / PSU's/ Trust (iii) Ready to occupy premises. (iv) Availability of safe and secured adequate parking space for visitors.

9	Unfurnished premises	Will not be considered.
10	Initial period of lease	5 +5 years
11	Selection procedure	The technical bid will be opened on 16.05.2019 at 11.00 AM 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, will be opened at a later date. The date of opening of financial bids will be intimated to those bidders whose offers are found suitable.
12	Validity of offer	6 months from the last date of submission of the offer
13	Stamp duty / registration charges	To be shared in the ratio of 50:50.
14	Documents to be enclosed with the offers	Room size with dimensions, Room Numbers offered. Photograph of rooms and site plan of the hotel showing the main approach road, road on either side if any, width of the road/s and landmarks around the hotel. The bidder must submit copies of valid 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 before finalizing the contract.
15	Other Amenities	The bidder shall be prepared to rent well maintained air conditioned rooms, and the rooms should be equipped with modern facilities along with the following facilities preferably available in the hotel as mentioned hereunder: ³⁵ / ₁₇ 24 Hour Room Service. ³⁵ / ₁₇ Laundry and Valet Services. ³⁵ / ₁₇ Travel & Tour Facility. ³⁵ / ₁₇ Car Parking. ³⁵ / ₁₇ LCD Colour Television with 24hrs Cable connection (All popular National/regional Sports, Entertainment channels). ³⁵ / ₁₇ 24 Hours water, hot and cold running water in the bathrooms with western type toilets. ³⁵ / ₁₇ 24 Hours electricity supply with generator back-up. ³⁵ / ₁₇ Intercom facility in the room. ³⁵ / ₁₇ Rooms should be cleaned every day. Bed linen and towels should be changed everyday ³⁵ / ₁₇ Curtains to be washed at regular interval of 30 days Rooms should be airy with sufficient sunlight in the day time, with proper ventilation

INSTRUCTION TO TENDERERS

1.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by the SBI for the purpose, and 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 with requisite exit clause to facilitate full / part de-hiring of rooms by the SBI during the pendency of the lease.

1.2 Tender document received by the SBIIMS Pvt. Ltd. Delhi after due date and time i.e **15.05.2019 after 3.30 pm shall be rejected.**

1.3 The lessors are requested to submit the **tender documents in separate envelopes** superscribed on top of the envelope as “**Technical Bid**” or “**Price Bid**” as the case may be duly filled in (as stated earlier) with relevant documents/information at the **following address:**

THE VICE PRESIDENT & CIRCLE HEAD
SBI Infra Management Solutions Pvt. Ltd,
Delhi Circle office,
State Bank Of India
5th floor, D block,
11, Sansad Marg,
New Delhi-110001,
Phone- (011)23407366.

1.4 All columns of the tender documents must 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 authorized signatory of the tenderer.** Any over-writing or use of white ink is to be duly initialed by the tenderer. The SBIIMSPL/SBI reserves the right to reject the incomplete tenders.

1.5 In case the space in the tender document is found insufficient, the lessors/ tenderers may attach separate sheets.

1.6 The **offer should remain valid** at least for a period of **6 (SIX) months** to be **reckoned from** the last date of submission of offer i.e. 15.05.2019.

1.7 There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the offerer is required to attach a separate sheet “list of deviations”, if any.

1.8 The **Technical Bid** will be **opened on 16.05.2019 at 11.00 AM** in presence of tenderers who choose to be present at the office of Vice President and Circle Head, SBI Infra Management

Solutions Pvt. Ltd., Delhi Circle office, 5th floor, D Block, 11, Sansad Marg, New Delhi-110001,. All tenderers are advised in their own interest to be present on that date at the specified time. The shortlisted lessors will be informed by the SBIIMSPL/SBI for arranging site inspection of the offered premises.

1.9 The SBIIMSPL/SBI reserve the right to accept or reject any or all the tenders without assigning any reason therefor.

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

1.11 Successive bidders should be prepared to maintain a complaint and feedback register exclusively for SBI guests. All the guest 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 signatures of authorized person of hotel 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 SBI along with monthly bill for review. SBI 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.

1.12 The particulars of amenities provided / proposed to be provided in the hotel should be furnished in the technical bid.

1.13 The tenderer should not have been black listed by any of the Government /PSU/ Trusts and no case should be pending or filed or pending in any courts for any illegal activities.

1.14 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 SBI.

1.15 It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

1.16 Rate quoted should be per room per month inclusive of all taxes and other charges if any, however GST will be paid by the Bank. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable after completion of each month.

1.17 Lease period: Minimum period of lease will be Five (5) years and minimum notice period of Three months from Bank side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.

1.18 Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory to the rooms throughout the lease period.

1.19 Electricity: The building should have sufficient electrical / power load / power back up, / Lifts sanctioned and made available to the SBI's guests.

1.20 Parking: The Hotel shall provide adequate four wheeler/ two wheeler parking for SBI's guests and no charges should be collected for parking.

1.21 **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 Account Payee Cheque or RTGS/NEFT.**

1.22 **Preference** will be given to the exclusive building/floor in the Hotel building having ample parking space in the compound / basement of the Hotel building. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units/ Trusts as stated earlier.**

1.23 Preference will be given to the buildings on the main road.

1.24 The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes and service charges shall be borne by the landlord.** However, **the landlord will be required to bill 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 landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of GST, otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the SBI to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST tax registration number of the landlord.**

Place:

Name & Signature of bidder/lessor(s)

Date:

with seal if any

TECHNICAL BID (Envelope -I)

(To be submitted on the letter head of the bidder)

- 1 Name and Address of the Hotel

2. Phone Nos.

3. Email ID
- 4 Contact Person with designation and Mobile No.

- 5 Total No. of Floors

- 6 Lift with generator facility available.
- 7 Generator supply given to rooms

- 8 Whether restaurant available. Timing of restaurant, Vegetarian or Non-Veg. Seating capacity of restaurant. Room service available.
- 9 Hotel distance from Bus stand

10. License Nos. to run Hotel Business from Government Authorities (Attach copies/ separate sheet)

- 11 Total build up area and No. of four wheeler parking available for guests.

- 12 Total Number of Rooms with category and tariff charged for your customers for each type of rooms (Attach separate sheet)

- 13 Additional facilities such as Restaurants, Gym, Spa, Swimming Pools, indoor games, any other entertainment etc. available in the hotel.

- 14 Any discount allowed to SBI guests for the paid services.
- 15 Any welcome kit given to guests on arrival .Furnish the items in the welcome kit.
- 16 Whether newspaper supplied to rooms.
- 17 Details of furniture and appliances provided in the room.
- 18 Locker facility is available for guests.
- 19 Cloak room facility available.
- 20 LCD TV with Cable TV connection
- 21 Room Nos. offered 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.
- 22 Laundry facility available
- 23 Whether emergency medical facility available or tie up available with any hospital nearby.
- 24 Total No. of persons available for room service.
- 25 Tourist car or van service available
- 26 Any other detail(s) other than the aforesaid you would like to add:

(Signature of authorized signatory)

Date:

(Name of the authorized signatory)

FINANCIAL BID (ENVELOPE – II)

TO BE SUBMITTED BY THE BIDDER

UNDER TWO BID SYSTEM

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Name and Address of Hotel:

Sl. No.	Room Nos.	Number of Rooms	Room Rent per room per month (all inclusive) plus GST	Total Rent for 15 Rooms per month plus GST	Annual Rent for 15 Rooms plus GST

(Please quote rate for one room for one month all inclusive)

Lease Period : 5+5 years

Expected Percent Increase in rent after 5 year (should not exceed 25%) :

NOTE:

1. The offer should remain valid at least for a period of 06 months (six) to be reckoned from the date of opening of "Technical Bid".
2. L-1 bidder will be decided on the basis of total outgo during the entire term of 10 years.
3. The rate quoted shall be inclusive of all taxes and other expenses except GST.
4. Financial bid is to be opened after scrutiny of Technical bids, inspection of Hotels and shortlisting of the hotels.

(Signature of authorized signatory)

(Name of the authorized signatory)