



**PREMISES & ESTATE DEPARTMENT, RBO-5, VERAVAL**

1<sup>ST</sup> & 2<sup>ND</sup> FLOOR, ABOVE SBI VERAVAL MAIN  
BRANCH, 80 FEET ROAD, VERAVAL- 362 265

***TENDER ID:***

**PART – A: TECHNICAL BID**

**TENDER FOR HIRING/ LEASING RESIDENTIAL HOUSE/FLAT/BUNGLOW  
AS GUEST HOUSE FOR SBI AT VERAVAL**

State Bank of India intends to hire “ RESIDENTIAL HOUSE/FLAT/BUNGLOW ” which are in ready-to-occupy condition, for use as “Guest House” for its top executives, on Lease basis. For further details and downloading Tender Document please visit Bank’s website [www.sbi.co.in](http://www.sbi.co.in) under the link “Procurement and others” from **27.08.2023 to 03.09.2023**. The last date for submission of offers at this office will be on or before **03.09.2023**. Further **Notice/Clarification** in this regard will be posted only on the Banks above mentioned web site.

**No brokers please.**

**Assistant General Manger (RBO-5)  
VERAVAL**



**NOTICE INVITING TENDER (NIT)**

State Bank of India intends to hire on lease basis, **RESIDENTIAL HOUSE/FLAT/BUNGLOW** which are in ready to occupy condition for use as Guest House for Bank's top executives, from Individuals / Firms / Companies/ Trusts under Two Bid system as per details given below :

<b>Number of Rooms Required</b>	<b>Location</b>	<b>Remarks</b>
<p><b>3 No. rooms (3 Nos. Executive) with two beds/ Double bed and sofa-cum-bed.</b></p> <p>The rooms should be Air-conditioned, fully furnished and should have facilities like attached bath/toilet with hot water facility,</p> <p>(Refer <b><u>Annexure-II</u></b> for Check- list of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.</p>	<p>The Guest House should be located preferably within <u>3 KM vicinity from Veraval</u> and should be easily approachable.</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>
<ul style="list-style-type: none"><li>➤ There should be 24Hrs water supply &amp; electricity back-up.</li><li>➤ Rooms should have regular Housekeeping facility.</li><li>➤ Rooms should be maintained properly and should be painted every year.</li><li>➤ Availability of adequate car/ vehicle parking (minimum 3) for visitor.</li></ul>		<p>In-house restaurant/ catering / Care Taker facility to be allowed.</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](http://www.sbi.co.in) under important links “Procurement and others” from **28.08.2023 to 03.09.2023**

The offers in a sealed cover complete in all respects should be submitted on or before **03.09.2023** during working hours at the following address-

Assistant General Manager,  
State Bank of India,  
Regional Business Office – 5,  
1<sup>ST</sup> & 2<sup>ND</sup> FLOOR,  
ABOVE SBI VERAVAL MAIN BRANCH,  
80 FEET ROAD, VERAVAL- 362 265  
Ph 02876 – 222525

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

**No Brokers please.**

**Assistant General Manger (RBO-5)  
VERAVAL**



## **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 (Photocopies may be used in case of multiple offers). The “Technical Bid” and “Price Bid” should be enclosed in separate 3<sup>rd</sup> 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 Hiring/ Leasing of RESIDENTIAL HOUSE/FLAT/BUNGLOW at Veraval for SBI to use as Guest House**” and should be submitted at the Office of the Assistant General Manager (P&E), LHO Maharashtra, Third floor, State bank of India, Synergy building, C-6, G block, Bandra Kurla Complex, Bandra east, Mumbai-400051 on or before **18.05.2022**.

#### **Important points of Parameters –**

1	Name of Work	Tender for Hiring / Leasing of <u>RESIDENTIAL HOUSE/FLAT/BUNGLOW</u> for use as <b>Guest House</b> in <u>Veraval</u> for SBI on lease basis.
2	Parking Space	Availability of adequate parking (minimum 3) for visitors.
3	Amenities	The rooms should be Airconditioned, fully-furnished and should have facilities like attached bath/toilet with hot water facility etc  (Refer <b><u>Annexure-II</u></b> for check-list of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.)
4	Possession	Ready possession / occupation/expected to be ready to use within <b>10 (Ten) Days</b> from the last date of submission of proposal.
5	Premises under construction	Will not be considered and summarily rejected.
6	Location	Should be located preferably within <u>3 KM vicinity of <u>Veraval</u></u> and should be easily approachable.
7	Preference	(i) All the rooms should be well furnished and located in a single 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.
8	Unfurnished premises	Will not be considered.



9	Initial period of lease	5 years (minimum) without any escalation in rent per year + another 5 years on mutually agreed terms
10	Selection procedure	The technical bid opened date will be advice and it will be opened 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.
11	Validity of offer	6 months from the last date of submission of the offer
12	Stamp duty / registration charges	To be shared in the ratio of <b>50:50</b> .
13	Documents to be enclosed with the offers	Room size with Drawings & 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
14	Other Amenities	The bidder shall be prepared to rent fully furnished, well maintained & air-conditioned rooms, and the rooms should be equipped with modern facilities along with the following facilities preferably available in the hotel/ commercial villas as mentioned hereunder: <ul style="list-style-type: none"> <li>• Car Parking.</li> <li>• 24 Hours water, hot and cold running water in the bathrooms with western type toilets.</li> <li>• 24 Hours electricity supply with generator back-up.</li> <li>• Intercom facility in the room.</li> </ul> Rooms should be airy with sufficient sunlight in the day time, with proper ventilation



## **INSTRUCTION TO TENDERERS**

The successful bidder 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 of State Bank of India** 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 without any escalation in rent every year and will be further renewed for 5 years terms (viz. total lease period 10 years / as found appropriate) with requisite exit clause to facilitate full / part de-hiring of space by the SBI during the pendency of the lease after serving notice period of minimum 3 months. After completion of 5 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 years.

Tender document, without signed & without clear title documents in the name of bidder or received by the Premises & Estate Department RBO-5 ,VERAVAL after due date i.e. **03.09.2023 shall be summarily rejected.**

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:**

Assistant General Manager,  
State Bank of India, Regional  
Business Office – 5, 1<sup>ST</sup> & 2<sup>ND</sup>  
FLOOR, ABOVE SBI VERAVAL MAIN  
BRANCH, 80 FEET ROAD, VERAVAL-  
362 265 Ph 02876 – 222525

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 cutting is to be duly authenticated by the tenderer. The SBI reserves the right to reject the incomplete tenders.

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

The **offer 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. **03.09.2023.**

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.



The **Technical Bid** will be **opened** date will be advice and it will be opened the Presence of bidders or their authorized representatives whomay like to be present at the office of Assistant General Manager (RBO-5), SBI, Veraval- 362265 (As per address given above). 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 SBI for arranging site inspection of the offered premises.

#### **Evaluation of Bids**

- a) A committee will evaluate the proposals as per prescribed selection criteria and shortlist premises as per the laid down criteria. The decision of the Committee shall be final and binding on the bidders/ offerors.
- b) Only those offers which score **at least 55%** overall in technical evaluation shall be considered for opening of price Bid.
- c) The Technical Bid and Commercial/Price Bid will have weightage of **30** and **70** marks respectively.

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

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

**Penalty Clause for Poor Services:** Successful bidders will have 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 Bank officer coming for inspection. A copy of the same should be submitted to SBI along with monthly bill for review. SBI shall deduct **Rs.2,000/- per day** as penalty for number of days the problem persisted, in case the complaint of guests are not addressed within 24 hours of complaint being recorded in the register.

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

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. **A self- declaration in this regard to be provided by the owner.**

The of **RESIDENTIAL HOUSE/FLAT/BUNGLOW** offered should be in good and ready to occupy condition. The rooms should be ready for occupation **within 10 days** after the acceptanceof their offer by SBI.

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

Rate quoted should be monthly, 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.





Lease period: **Minimum period of lease will be Five (5) years without any escalation in rent every year.** The lease period will be extendable for mutually agreed period & rent after completion of 5 years. However, the Bank has right to vacate the premises at any given point of time by giving **three (3) month's notice** or rent in-lieu thereof.

**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. Monthly charges to be borne by the owner.

**Electricity:** The building should have sufficient electrical / power load / power back up / Liftsanctioned and made available to the SBI's guests. Monthly charges to be borne by the owner.

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

**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**. Owner must have approval to use the building for commercial purpose i.e. all Govt Taxes/ Duties must be paid based on commercial rates.

**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.**

Preference will be given to the buildings/ premises on the main road in close proximity to the Veraval.

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 as well as of Bank's GST No. i.e. **27AAACS8577K1ZV**, 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.

**The interest free rental deposit equivalent to maximum three (3) month's rent may be granted to the landlord at the time of taking possession of the premises** depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.



Place:

Date:

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



**TECHNICAL BID**

**(To be submitted on the letter head of the bidder in Capital Letters)**

1	Name and Address of the Hotel  (attach clear title papers in the name of bidder)	
2	Phone Nos.	
3	Email ID	
4	Contact Person with designation and Mobile No.	
5	Total No. of Floors	
6	Lift with generator facility if available	
7	Generator supply given to Rooms	
8	Care Taker Room	
9	<u>RESIDENTIAL HOUSE/FLAT/BUNGLOW</u> distance from V e r a v a l .	
10	License Nos. to run of <u>RESIDENTIAL HOUSE/FLAT/BUNGLOW</u> from Government Authorities (Attach copies/ separate sheet)	
11	Total Built-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	Min 42 Inches LED TV with CableTV connection	
21	Double bed & Sofa-cum-bed	
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 & Hardboard iron with stand	
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	



**Date:**

**(Name & Seal of the authorized signatory)**



**ANNEXURE – I (PART OF TECHNICAL BID)**

**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:

Sr No	Parameter	Maximum Marks
1	Distance from desired location i.e. Nagpur Airport. i) upto 1 KM (10 marks) ii) More than 01 KM and upto 03 KMs (7 marks) iii) More than 03 KMS and up to 05 Kms ( 5 marks) iv) More than 5 Kms (0 marks)	10
2	Quality of construction, Ample Room Sizes, adequately ventilated, Ambience & Suitability of premises. i) Excellent (20) ii) Good (10) iii) Satisfactory (5) iv) Unsatisfactory (0)	20
3	i) Availability of Parking as specified (20) ii) Availability of parking less than as specified (10) iii) No Parking Facility within the premises (0)	20
4	Nearby surroundings, approach road and location i) Good Green locality with wide approach (10 marks) ii) Partly Commercial/ Residential locality with wide approach (7 marks) iii) Commercial Market Place with narrow approach (5 marks)	10
5	Available Views from the Rooms i) Nature View-Lake / Mountain (10) ii) Garden/ Greenery (7) iii) City View (5) iv) Market View (0)	10
6	Availability of Restaurant/ Catering Facility i) Within the premises (10) ii) Room Facility (5) iii) Not available (0)	10
7	Recommendation/ Opinion of Bank's Premises committee	20
	<b>TOTAL</b>	<b>100</b>

Place:

Date:

Name & Signature of lessor with seal if any



- Each of the above parameters given marks. Total marks 100.
  - Three premises short listed- A, B, & C.
  - They get following marks
  - A-78; B-70; C-54
- Convert them to percentiles
  - A :  $(78/78)*100= 100$
  - B :  $( 70/78)*100 =89.74$
  - C :  $(54/78)*100=69.23$
- Now that technical bids are evaluated, financial bids can be opened.
  - Financial quotes for three premises are as follows:
  - A : Rs 300 per sqm for carpet area
  - B : Rs 250 per sqm for carpet area
  - C: Rs210 per sqm for carpet area
- As desired one is lowest, to work out percentile score, we will get
  - C :  $(210/210)*100 = 100$
  - B: $( 210/250)*100 =84$
  - A: $(210/300)*100=70$
- Technical score ( percentile form)
  - A :  $(78/78)*100= 100$
  - B :  $( 70/78)*100 =89.74$
  - C :  $(54/78)*100=69.23$
- Financial score (percentile form)
  - A: $(210/300)*100=70$
  - B: $( 210/250)*100 =84$
  - C :  $(210/210)*100 = 100$
- Now if we have specified equal weightage to financial and technical score, then we add two scores as below:
  - A: $100+70= 170$
  - B: $89.74+84= 173.74$
  - C: $69.23+100 = 169.23$
- Desired premises would be one with highest percentile score i.e. B with score of 173.74.
- If proportion of technical to financial score is specified to be 30:70, then final scores will work out as follows:
  - A: $(100 \times 0.30) + (70 \times 0.70) = 79$
  - B: $(89.74 \times 0.30) + (84 \times 0.70) = 85.72$
  - C: $(69.23 \times 0.30) + (100 \times 0.70) = 90.77$
- Desired premises would be one with highest percentile score viz. C with score of 90.77.



- Thus depending upon weightages give to technical and financial scores, results may change.
- Based on this criterion, Bank would shortlist the offers. Then open the financial tenders of all the qualified offers and select the lowest one in terms of price.
- Suppose in the above example, premises A, B and C are shortlisted, then the lowest quote is that of C.
- In conclusion, note that criteria for short listing is transparently stated.
- Final score should be arrived at in objective manner.
- The selection will be on the basis of L1 alone.

Name & Signature of lessor with seal if any  
with Date and Place





**ANNEXURE – II (PART OF TECHNICAL BID)**

**TENTATIVE LIST OF INFRASTRUCTURE & AMENITIES REQUIRED**  
**(TO BE ENSURED BY THE PROSPECTIVE LANDLORD)**

<b>SN</b>	<b>Services/ amenities</b>	<b>Remark</b>
1	Bank's Signboard at the Entrance & visible Location	Yes/ No
2	Emblem on Room doors as desired by SBI	Yes/ No
3	Regular Maintenance/ Upkeeping of Rooms	Yes/ No
4	Proper Lighted/ Ventilated Rooms with Good Aesthetics/ Furnishing	Yes/ No
5	Amenities Available in the Rooms	
a	42 Inches LED TV	Yes/ No
b	Cable/ DTH connection	Yes/ No
c	Hi speed Wi-fi	Yes/ No
d	Cupboard	Yes/ No
e	Mirrors	Yes/ No
f	Double bed (or Two-single beds) with Mattress & Soft Pillows	Yes/ No
g	Sofa Cum Bed	Yes/ No
h	Clean Bed Cover & Sheets	Yes/ No
i	Clean Pillow Covers	Yes/ No
j	Clean Curtains	Yes/ No
k	Clean Blanket/ Quilt	Yes/ No
l	Sitting Chairs	Yes/ No
m	Writing Table	Yes/ No
n	Mosquito Repellent	Yes/ No
o	Water Jug	Yes/ No
p	4 nos Glasses	Yes/ No
q	Tea, Coffee, Sugar & Salt Sachets	Yes/ No
r	Electric Kettle	Yes/ No
s	Battery operated Room Fresheners	Yes/ No
t	Enough LED lighting, Fans & Exhaust	Yes/ No
6	Amenities in Toilet	
a	Geyser	Yes/ No
b	Bucket & Mug	Yes/ No
c	Shower	Yes/ No
d	Wash Basin with Liquid Soap/ Bar Soap	Yes/ No
e	Bath & Face Towels	Yes/ No
f	Naphthalene Balls	Yes/ No
g	Exhaust Fan	Yes/ No
7	Housekeeping	Yes/ No
8	Power Back-up / Generator	Yes/ No
9	Ample Parking space	Yes/ No
10	Restaurant/Catering Facility in premises/ nearby	Yes/ No

**(Kindly note that above list is inclusive but not exhaustive.)**



**FINANCIAL BID (ENVELOPE – II)**

**TO BE SUBMITTED BY THE BIDDER  
SEPERATELY UNDER TWO BID SYSTEM**

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**Name and Address of RESIDENTIAL HOUSE/FLAT/BUNGLOW:**

Nearest Landmark/ milestone:

Sl. No.	Room Type	Number of Rooms	Room Rent per room per month (all inclusive) plus GST	Total Rent for Rooms month plus GST	Annual Rent for Rooms plus GST
1	“Guest House” for Bank’s top executives				

**(Please quote rate for one room for one month all inclusive- except GST)**

Lease Period : 5 years (with one option to renew it further for 5 years.)

**NOTE:**

1. The offer should remain valid at least for a period of 06 (Six) months to be reckoned from the date of opening of “Technical Bid”.
2. The bids will be evaluated on techno commercial basis giving weightage to the qualitative aspects in various parameters like location, distance, amenities available, exclusivity etc. as already mentioned under tender vis-à-vis total outgo during the entire term of 5 years.
3. The rate quoted shall be inclusive of all taxes and other expenses except GST.
4. We understand that Financial bid is to be opened after scrutiny of Technical bids, inspection of premises and shortlisting of the hotels/ Commercial Villas.
5. We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by SBI.

**(Name & Seal of the authorized signatory)**