



REGIONAL BUSINESS OFFICE-III  
15, RUE SUFFREN, SECOND FLOOR, PONDICHERRY – 605001.

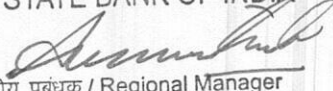
**TENDER ID: RBO-III/2024-25/01**

**TENDER FOR HIRING/ LEASING OF HOTEL ROOMS AS 'SBI GUEST HOUSE" FOR  
STATE BANK OF INDIA AT PONDICHERRY**

State Bank of India (SBI) invites applications to hire 7 Hotel Rooms which are in ready-to-occupy condition, for use as "SBI GUEST HOUSE" at **PONDICHERRY** within city limits on Lease basis with the vicinity of public transportation with better amenities for visitors. For further details and to download Tender Document, please visit Bank's website <https://bank.sbi> under "SBI in the News > Procurement News" from **26.04.2024**. The last date for submission of offers at this office will be on or before **16.05.2024 up to 04:00 P.M.** Further, **Notice/ Clarification** in this regard will be posted only on the Bank's website mentioned above.

**Brokers need not to apply in this tender; only Hotel Owners/ Individuals / Firms / Companies/ Trusts need to apply.**

कृते भारतीय स्टेट बैंक  
For STATE BANK OF INDIA

  
क्षेत्रीय प्रबंधक / Regional Manager  
क्षेत्रीय तीन, पुदुच्चेरी, सेलम एओ  
Region - 3, Puducherry, Salem

**Regional Manager, RBO-3, Pondicherry, Salem  
Module**

**Date: 25.04.2024**





**NOTICE INVITING TENDER (NIT)**

**HIRING OF HOTEL ROOMS ON RENT**  
**AS SBI GUEST HOUSE**

Offer in sealed cover containing technical and price details is invited from interested parties, who are ready to lease out their readily available seven (07) furnished rooms as under

- (i) 5 Executive rooms
  - (ii) 2 Executive suite rooms
- With beds, study table, LCD/LED panel, attached toilet and dressing area both, at their Hotel premises at Pondicherry area on lease term basis, say for 5 years with a provision further renewal of five years term.
  - The approximate carpet area of Executive room should not be less than 150 Sq. ft. excluding attached washroom and dressing area.
  - Executive suite room shall have internal waiting lobby and thereafter suite rooms. Approximate carpet area shall not be less than 300 Sq. ft. excluding attached washroom and dressing area.
  - The premises should have adequate parking facility and rooms should have air-conditioners, Housekeeping, 24 Hours Electricity with generator facility, 24 hours hot water supply, LED TV at least 32 inches with DTH services, Electric kettle, Crockery, toiletries, slippers, and refreshment sachets/packets and 1 litre drinking mineral water on daily refilling basis to be provided by the Hotel.

The interested parties with the above stated classification of the rooms in different premises may also apply. Any additional services/offered by the hotel shall be welcomed and considered for selection.





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 <https://bank.sbi> under “SBI in the News > Procurement News” from **26.04.2024** to **16.05.2024**. The offers in a sealed cover complete in all respects should be submitted on or before **16.05.2024** during working hours upto 04:00 P.M. at the following address:

The Regional Manager,  
State Bank of India,  
Regional Business Office - 3  
15, Rue Suffren, 2<sup>nd</sup> Floor  
Pondicherry – 605001.  
Contact: 9445009507

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

कृत भारतीय स्टेट बैंक  
For STATE BANK OF INDIA  
*[Signature]*  
क्षेत्रीय प्रबंधक / Regional Manager  
**Regional Manager,**  
15, Rue Suffren, 2<sup>nd</sup> Floor, Salem, AO  
**SBI RBO-III PONDICHERRY.**







## 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 sealed envelopes duly super scribed on top of the envelope as "**Technical Bid**" or "**Price Bid**" as the case may be and these envelopes are to be placed in a single cover super scribing "**Tender for Hiring/ Leasing of HOTEL ROOMS at PONDICHERRY for SBI to use as GUEST HOUSE**" and should be submitted at the Office of the Regional Manager (RBO-III), State bank of India, 15, Rue Suffren, Second floor, Pondicherry - 605001 on or before **16.05.2024 upto 04:00 P.M.**

### **Important points of Parameters:**

(i)	Name of Work	Tender for Hiring / Leasing of seven (07) HOTEL ROOMS at Pondicherry City for use as 'SBI Guest House' within the City limits on lease basis.
(ii)	Parking Space	Parking is the mandatory criteria. Availability of adequate parking for visitors must be within the premises of the hotel. <b>The premises/facilities offered shall have adequate parking facility. If not, their application shall not be considered for further process.</b>
(iii)	Amenities	The building should be a proper Load bearing/RCC framed structure with RCC roof. (No pre-fabricated structures with roof sheets shall be considered). The rooms to be partitioned using brick walls. The rooms should be Air-conditioned/heating arrangement, fully-furnished and should have facilities like attached bath/toilet with hot water facility, intercom, LED TV with DTH connection, packaged drinking mineral water bottles (of 500ml) 2 Nos per day, Kettle with Tea/ Coffee/ sugar sachet (2 sachets each per day), Bath Towels & Hand Towels (2 nos per day), Intercom, High Speed Wi-Fi internet etc. (Refer <b>Annexure-II</b> for check-list of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.) , Complimentary breakfast.
(iv)	Possession	Ready possession / occupation/expected to be ready to use within <b>10 (Ten) Days</b> from the last date of submission of proposal.





(v)	Premises under construction	Will not be considered and summarily rejected.
(vi)	Location	Should be located preferably in <b>0 to 3 KM</b> vicinity of <b>Pondicherry</b> Railway/ Bus-stand (Preferably located in <b>Pondicherry city limits</b> ) and should be easily approachable.
(vii)	Preference	(a) All the rooms should be well furnished and located in a single floor/building of Hotel. (b) Offer from Govt./Semi Govt. Departments / PSU's/ Trust.
(viii)	Period of lease	Lease period for 10 years. (Initial period of 5 years + option of 5 years renewal with an increase of 15% to 25% after expiry of first term of 5 years at the time of renewal.)
(ix)	Selection procedure	The technical bid will be opened on <b>16.05.2024</b> at <b>05.00 P.M.</b> 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.
(x)	Validity of offer	3 months from the last date of submission of the offer.
(xi)	Pre Bid Meeting	From 3.00 PM to 4.00 PM on 07.05.2024
(xii)	Pre Bid Meeting Venue	State Bank Of India ,RBO-3 15,Rue Suffren ,Puducherry -605001
(xiii)	Stamp duty / registration charges	To be shared in the ratio of <b>50:50</b> .
(xiv)	Documents to be enclosed with the offers	<b>Room size with Drawings &amp; 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.</b> The bidder must submit copies of valid Trade License for hotel business, valid FSSAI license, valid Fire License, valid electrical NOC from Directorate of Electrical Safety and all other statutory Licenses / permits along with the offer. Without valid trade license, FSSAI License, valid fire NOC, electrical NOC and all other statutory Licenses / permits tender shall be rejected. The successful bidder will be required to produce the originals of these Licenses / permits for verification if required before finalizing the contract.
(xv)	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>• 24 Hour Room Service.</li> <li>• Laundry and Valet Services.</li> <li>• Travel &amp; Tour Facility.</li> <li>• Car Parking.</li> <li>• LED Colour Television with 24 hrs Cable connection (All popular National/regional/News/ Sports, Entertainment channels).</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> <li>• Rooms should be cleaned every day. Bed linen and towels should be changed every day.</li> <li>• Curtains to be washed at regular interval of 90 days.</li> </ul> <p>Rooms should be airy with sufficient sunlight in the day time, with proper ventilation.</p>
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कृते भारतीय स्टेट बैंक  
For STATE BANK OF INDIA  
*[Signature]*  
Sd/  
क्षेत्रीय प्रबंधक / Regional Manager  
**Regional Manager**  
Region - 3, Puducherry, Salem AO

**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.







SBI through its Regional Business Office (RBO-III) at Pondicherry under the Administrative Control of Salem Zonal Office, invites the Bids from Individuals/ Sole Proprietors/ Agencies/ Firms/ Companies engaged in the business of Hotels/Guest House in Pondicherry for hiring of **7 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 Guest House under Two-Bid system i.e. Technical Bid and Financial Bid.

## **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, levies and other charges, if any, per month per room except other paid facilities availed in due course (GST will be paid separately as applicable at actual).
- f. Offer(s) incomplete or deficient, received late and/or not signed by the Bidder on all the pages will not be accepted. Bank shall not be responsible for postal or any other transit delays in receipt of application.
- 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 bigger envelope super scribing 'Tender for Hiring / Leasing of seven (07) HOTEL ROOMS at Pondicherry City for use as 'SBI Guest House' 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 committee, 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.**

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.

### **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 Regional Manager, State Bank of India, Regional Business Office, RBO-III, Pondicherry - 605001 well within the time so as





to reach the Bank not later than **16.00hrs on 16.05.2024**. 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 16.05.2024** (under prior intimation to the bidders) at the office of the Regional Manager (RBO-III), State bank of India, 15, Rue Suffren, Second floor, Pondicherry – 605001. 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:**

**Regional Manager,  
State bank of India,  
Regional Business Office – III,  
15, Rue Suffren, Second floor,  
Pondicherry – 605 001.**

**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.**

**II. 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) 16.05.2024 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, 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.**

### 3. MINIMUM REQUIREMENTS:

1. The Hotel should be located in Pondicherry (preferably within City limits) having good connectivity to Bus Stand and Railway Station and having enough parking space.

2. The bidder shall be prepared to rent out well maintained 7 (Seven) Rooms with attached toilet and bathroom for each room. 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 & cooling appliances.
3. **Water Supply:** The owner should ensure and provide uninterrupted 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. The landlord should be in a position to undertake minor modifications in the furnishings suiting bank's need.
  8. Rooms should be airy with proper ventilation and sufficient sunlight in the daytime.
  9. Rooms should be on good location of the Hotel/ Guest House.
  10. Each room should have Linen, Towels, Bed Sheets, Woollen Blankets, Quilts, Pillows etc.
  11. Proper and adequate steps and care should be taken for maintaining cleanliness, sanitation etc. in the rooms.
  12. The old mattresses should be replaced once in 3 years
  13. The premises should have proper maintenance of electronic items and it should be replaced if it is not in working condition



14. The hotel should have network connectivity and DTH/Cable Connection /Broad band connection/fibernet should be recharged and properly maintained.
15. Hotel/ Guest House should provide complimentary Taxi facility in case of emergency for taking occupant to nearby hospital.
16. The size of the mattresses for both executive and executive suite rooms should have king size beds.
17. The bank will hand over the rooms as is where is basis. Bank will not refurbish the rooms on termination of the contract.
18. 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.
19. 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.
20. 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 another guest, even if remained vacant.
21. 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 is not addressed within 24 hours of complaint being recorded in the register.
22. 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.

23. 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.
24. The Hotel should have good frontage and proper access with sufficient parking space.
25. The particulars of amenities provided / proposed to be provided in the hotel should be furnished in the technical bid.
26. The bidder should not have been blacklisted by any of the Government /PSU and no case should be pending or filed in any court for any illegal activities. In case of such findings in future may lead to termination of agreement without further notice.
27. Tenders from intermediaries or brokers will not be entertained.
28. 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.
29. It may be noted that no negotiations will be carried out, except with the lowest Bidder and therefore most competitive rates should be offered.
30. 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.
31. **Contract period:** Minimum period of contract will be five years or as decided by the Bank/Committee.
32. Income Tax will be deducted at source at prevailing rate.
33. **No advance** shall be payable by Bank.



34. **No enhancement** would be allowed on account of any reason, whatsoever, during the period of contract.
35. Landlord will arrange to provide all sanitary fitting as per Bank requirement.
36. Landlord will carry out major structural civil, sanitary and electrical repair/maintenance work, if required at his cost and will also ensure the roof remains watertight. 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.
37. 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.
38. All external door and window shall be provided with steel grill and air-tight shutter by landlord.
39. 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.
40. Bank shall only take possession of the premises after completion of all the construction and furnishing works.
41. 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 landlord.

**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 Pondicherry 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



Seal and signature of bidder







**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 the Proprietor/Partners/Directors.....

4. Permanent Income Tax member, Income Tax circle.....

5. GST Number.....

### PARTICULARS REQUIRED

S. No.	Particulars	Details
1.	Name and Address of the Hotel	
2.	Phone Nos.	
3.	Email ID	
4.	Website Address (If any)	
5.	Contact Person with designation and Mobile No.	
6.	Total No. of Floors	
7.	Lift with generator facility available	
8.	Generator supply given to Rooms	
9.	Whether restaurant available. Timing of restaurant, Vegetarian or Non-Veg. Seating capacity of restaurant. Room service available.	
10.	Hotel distance from Pondicherry Railway Station/ Bus stand	
11.	License Nos. to run Hotel/ Business from Government Authorities. (Attach copies/ separate sheet)	
12.	FSSAI License Nos. (Attach copies/ separate sheet)	
13.	Fire NOC no. (Attach copies/ separate sheet)	





14.	Electrical Safety NOC No. (Attach copies/ separate sheet)	
15.	Total Built-up area and No. of four wheeler parking available for guests.	
16.	Total Number of Rooms with category and tariff charged for your customers for each type of rooms. (Attach separate sheet)	
17.	Additional facilities such as Restaurants, Gym, Spa, Swimming Pools, indoor games, any other entertainment etc. available in the hotel.	
18.	Whether each room has Balcony.	
19.	Any discount allowed to SBI guests for the paid services.	
20.	Any welcome kit given to guests on arrival. Furnish the items in the welcome kit.	
21.	Whether newspaper supplied to rooms.	
22.	Details of furniture and appliances provided in the room. (Attach separate sheet)	
23.	Locker facility is available for guests.	
24.	Cloak room facility available.	
25.	LED TV with Cable TV connection.	
26.	Room Nos. offered with Details such as floor No., No. of beds, <b>Carpet area of room</b> , furniture, other appliances etc. available in the room. <b>Attach Photos of rooms offered.</b>	
27.	Laundry facility available.	
28.	Whether emergency medical facility available or tie up available with any hospital nearby.	
29.	Total No. of persons available for room service.	
30.	Tourist car or van service available.	
31.	Any other detail(s) other than the aforesaid you would like to add.	

Note: Details may please be furnished in separate sheet in case inadequate space.



## 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.
- 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.

Place:

Date:

Signature of Bidder/Authorized signatory

Name of the Bidder.....

Seal/Stamp of the Bidder





## List of Enclosures

- i. Copy of Partnership Deed/Proprietorship Deed/Article & Memorandum of Association, as the case may be.
- ii. Permanent Account No. (PAN) Copy
- iii. Certificate of GST No.
- iv. Power of Attorney in the name of person signing this bid (Authorized signatory).
- v. Photocopy of the Registration/incorporation of the Bidder.
- vi. Certificate under Shop & Commercial Establishment Act.
- vii. Copy of Star Rating Certificate (if applicable).
- viii. Copy of License permission for running Hotel/Guest House.
- ix. Annexure III, IV & V
- x. Approved layouts with Occupation Certificate, Fire NOC etc.





**(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:

S. No.	Parameters	Maximum Marks
1.	Distance from desired location within city limits (Bus stand). i) Up to 2.0 Km (10 marks) ii) More than 2.0 Km and up to 3.0 KMs (5 marks) iii) More than 3.0 Km (0 marks)	10
2.	i) Availability of Parking within the premises (20) ii) No Parking Facility within the premises(0)	20
3.	Quality of construction, Ample Room Sizes, adequately ventilated, ACs, Ambience, Suitability of premises, Fire exit, balcony etc. i) Excellent (30) ii) Good (20) iii) Satisfactory (10) iv) Unsatisfactory (0)	30
4.	Nearby surroundings, approach road and location i) Good Green locality with wide approach (10 marks) ii) Good Green locality with narrow approach, Car approachable (5 marks)	10
5.	Availability of In-house Restaurant/ Catering Facility i) Within the premises (10) ii) Not available (0)	10
6.	Recommendation/ Opinion of Bank's Premises committee	20
<b>TOTAL MARKS</b>		<b>100</b>

**NOTE:** The minimum qualifying marks are **70** in above technical parameters.

Place:







(PART OF TECHNICAL BID)

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

<b>Sr. No.</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/ Up keeping of Rooms.	Yes/ No
4.	Proper Lighted/ Ventilated Rooms with Good Aesthetics/ Furnishing.	Yes/ No
5.	Amenities Available in the Rooms.	Yes/ No
(a)	LED TV	Yes/ No
(b)	Cable/ DTH connection	Yes/ No
(c)	Hi speed Wi-Fi internet	Yes/ No
(d)	Cupboard	Yes/ No
(e)	Mirrors	Yes/ No
(f)	Double bed (or Two-single beds) with Mattress & Soft Pillows	Yes/ No
(g)	Clean Bed Cover & Sheets.	Yes/ No
(h)	Clean Pillow Covers	Yes/ No
(i)	Clean Curtains	Yes/ No
(j)	Clean Blanket/ Quilt	Yes/ No
(h)	Sitting Chairs	Yes/ No
(i)	Writing Table	Yes/ No
(j)	Mosquito Repellent	Yes/ No
(k)	Water Jug	Yes/ No



(l)	4 Nos. Glasses	Yes/ No
(m)	Tea, Coffee, Sugar & Salt Sachets	Yes/ No
(n)	Electric Kettle	Yes/ No
(o)	Battery operated Room Fresheners	Yes/ No
(p)	Enough LED lighting, Fans & Exhaust	Yes/ No
6.	Amenities in Toilet	Yes/ No
(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

**NOTE: Kindly note that above list is inclusive but not exhaustive.**





**Method for selection:**

**Bidders are advised to note that evaluation of offers will be under Combined Quality cum Cost Based System (CQCCBS). The methodology under this system will be as under:**

- i) Preliminary evaluation of the technical bids will be done to ensure that the bidders fulfil the basic selection criteria as per detailed terms and conditions specified in the tender documents.
- ii) Thereafter, the technical bids will be subjected to detailed evaluation by allotting marks on various parameters/criteria prescribed in the bid document to arrive at the qualifying marks.
- iii) The price bids of only those bidders will be opened who obtain a minimum qualifying mark of **70 out of 100 marks** in their technical Bid.
- iv) Qualifying marks obtained by each bidder will be allotted a weightage of **70%** while the **financial bids** will be allotted weightage of **30%**.
- v) Price bid of the bidder with the lowest cost will be given a financial score of 100 and other bids will be given financial score that are inversely proportional to their quoted prices. Similarly, technical bid of the bidder having obtained highest marks will be given technical score of 100 and other bids will be given technical score proportional to the marks obtained by them.
- vi) The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
- vii) On the basis of the combined weightage score for quality and cost, the bidders shall be ranked in terms of the total score obtained. The bidder obtaining the highest total combined score in evaluation of cost and quality will be ranked as H-1 followed by the bidders securing lesser marks as H-2, H-3 etc. The bidder securing the highest combined score and ranked as H-1 will be invited for negotiation, if required and shall be considered forwarding the contract/order.

**Note: In respect of grading and score, the decision of selection committee of the Bank will be final and will be binding for the Bidders. The same cannot be challenged.**

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





**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 \_\_/\_\_/2024 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 Pondicherry.

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

**General Information:**

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

**Nearest Landmark/ milestone:**



Sl. No.	Room Type	Number of Rooms  (A)	Room Rent (Per room per day, all inclusive) plus GST (Rs.)  (B)	Total Rooms Rent (per day) plus GST (Rs.)  (C) = (A) X (B)	Yearly Rent for Rooms plus GST (Rs.)  (D) = (C) X 365
(i)	Executive Suite rooms	02			
(ii)	Executive rooms	05			
				Total (Excl. GST)	

(Please quote rate for one room for one month all inclusive but excluding GST) GST shall be paid separately as applicable at actual.

Lease Period : 05 years

**NOTE:**

1. The offer should remain valid at least for a period of 03 months (three) to be reckoned from the date of opening of "Technical Bid".
2. The rate quoted shall be inclusive of all taxes and other expenses including GST.
3. Financial bid is to be opened after scrutiny of Technical bids, inspection of premises and short listing of the hotels.
4. L-1 bidder will be decided on the basis of total outgo during the entire term of 05 Years.





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 & Seal of the authorized signatory)**



**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 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 bill amount pending with Bank. In addition, Bank may debar us from participation in its future tenders.
3. 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.
4. 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)



**ANNEXURE-IV**

**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.

