



State Bank of India,
Human Resources Department,
Local Head Office,
SBI Tower, 5th Floor, Plot no. 53-A, GIFT City,
Gandhinagar – 382355 (Gujarat)
(Phone no. 079-23320103) (Extn : 5508)
(Email ID – cmir.lhoahm@sbi.co.in)

INVITATION FOR BIDS FOR HIRING OF HOLIDAY HOME PREMISES

SBI, HR Department, LHO, GIFT City, Gandhinagar invites offers for Bank's Holiday Home premises at **Dwarka, Dist. Dev Bhumi Dwarka, Gujarat** from Owners of the reputed hotels situated at Dwarka who are in position to hiring out 4 rooms, along with necessary hospitality services in their Hotels for exclusive use of SBI, as detailed in Tender documents. Intending offerers shall visit SBI's website <https://bank.sbi> and <https://sbi.co.in> under **SBI In the News > Procurement News** for download of Tender Documents and perusal of terms and conditions of Tender.

Bid offers must be submitted in 2 separate sealed covers superscribed “**A -Technical Bid and B -Price Bid for Holiday Home At Dwarka.**”

The intending offerors shall submit bids, complete in all respect as per Tender Documents, to **The Assistant General Manager (HR), Local head Office, SBI Tower, 5th Floor, Plot No. 53/A, DTA, GIFT City, Gandhinagar, Pin- 382355** so as to reach latest by **23.05.2025 (5:00 pm)** by post /courier/hand delivery.

PART-A – Technical Bid	Notice Inviting Tender, Terms & Conditions, Details of Premises Offered, Annexure- I, and Annexure- II, contained in the tender along with photographs and other relevant documents to be enclosed.
PART-B – Price Bid	COVER-B – Price Bid Form Duly Filled Price Bid Form only must be kept in duly sealed Price Bid Cover / Envelope

TECHNICAL BID NOTICE INVITING TENDER (NIT)

(Hiring of Rooms for SBI Holiday Home at Dwarka)

01	Name of Work / Service	Tender for Hiring of Hotel rooms for use as Holiday Home in Dwarka for SBI on hiring basis.
02	Rooms Required	04
03	Last Date & Time of submission of sealed bids	Latest by 05.00 pm on 23.05.2025. Bids received after due date & time for whatsoever reason shall not be considered.
04	Mode of Submissions of Bids	By Registered Post/ Speed Post/ by person addressed to The Assistant General Manager (HR) at following address: State Bank of India, Local Head Office Gandhinagar, 5 th Floor, SBI Tower, DTA, Gift City, Gandhinagar, Gujarat, Pincode- 382355
05	Date & Place of opening Technical Bid	To be decided later & shall be intimated to bidders
06.	Place of opening of Technical Bids	State Bank of India, Local Head Office, Gandhinagar, SBI Tower, DTA, Gift City, Gandhinagar, Gujarat, Pincode- 382355
07	Date & Place of opening Price/ Commercial Bid	To be decided later & shall be intimated to short listed bidders individually.
08	Virtual Taking Over Date	The date of certification by the Bank that all the rooms as per tender requirements and agreed terms are ready for the occupation after fit-out/modification/ upkeep etc to the satisfaction of the Bank.
09	Rent Commencement date	Virtual Taking Over Date
10	Possession Status	Only already functional premises as hotel shall be considered.
11	Validity of Offers/ Bids	Bids/ Offers shall remain valid for period of 03 months to be reckoned from date of opening of technical bids.
12	Documents to be submitted with Technical Bid and verification of documents	Duly filled and signed parts of Technical bid along with the documents mentioned in tender documents and also Room size with Drawings & dimensions, Photographs of rooms, site plan of the hotel showing the main approach road,

13	Verification of Documents	The successful bidder will be required to produce the originals of these License/ permits and/ or other documents as required by the Bank for verification if required before finalizing the contract.
14	Hiring Period	The Period of Hiring shall be for 10 years having two block of 5 years each and rent enhancement will be considered after first block of 5 years with pre-determined increase in the rent at 15% to 25% at the time of renewal.
15	Hiring Agreement	An appropriate Hiring agreement desired by the Bank shall be executed.
16	Stamp Duty/ Registration Charges	To be shared equally by owner & Bank
17	Rent Deposit Advance	No advance payable
18	Termination of hiring agreement by the Bank & Exit Clause/ Notice Period	03 months' Notice period in writing by the Bank and no rent/ compensation for the unexpired hiring period, if any.
19	Rent/ Rate	Rent/ Rate accepted by the Bank shall be inclusive of room rent and all services , facilities, amenities, maintenance etc. mentioned in these tender document and also inclusive of all the taxes, bills , service charges, levies, surcharges penalties imposed by statutory authorities on property/ owner and / or change in these inclusion and/ or imposition of any new tax, surcharge, levy etc. during the hiring period. No change in the rent on account of anything shall be done. The rent/ rate shall remain same during the entire hiring period. However, GST shall be paid extra at applicable rate over and above the rent.
20	Technical Bid (Envelope- 1)	<p>Notice Inviting Tender, Terms & Conditions, Details of Premises Offered, Annexure- I, and Annexure- II, contained in the tender along with photographs and other relevant documents to be enclosed with the bid will form the Technical Bid.</p> <p>All these must be kept in one envelope duly sealed. This sealed envelope-1 super scribed on top as “Technical Bid for Holiday Home Dwarka” and be addressed to undersigned. At the bottom left corner of this envelope the bidder must write “Name & Address of Bidder” and “Name, email Id & mobile no. of authorized signatory” of bidder as mentioned in the tender documents.</p>

21	Price/ Commercial Bid (Envelope 2)	<p>Only duly filled, signed & stamped Price/ Commercial Bid on the proforma contained in these tender documents must be kept in another separate envelope and duly sealed.</p> <p>This sealed envelope-2 should be super scribed on top as “Price Bid for Holiday Home Dwarka” and be addressed to undersigned: The Assistant General Manager (HR) Local head Office, SBI Tower, 5th Floor, Plot No. 53/A, DTA, GIFT City, Gandhinagar, Pin- 382355</p> <p>At the bottom left corner of this envelope the bidder must write Name & ADDRESS OF Bidder and name, email Id & mobile no. of authorized signatory of bidder as mentioned in tender documents.</p>
22	Tender (Envelope-3)	<p>The aforesaid two envelope must be kept together in another big envelope. This envelope-3 should be super scribed on top of it as ‘Tender for Holiday Home Dwarka’ and be addressed to undersigned : The Assistant General Manager (HR) Local head Office, SBI Tower, 5th Floor, Plot No. 53/A, DTA, GIFT City, Gandhinagar, Pin- 382355</p> <p>At the bottom left corner of this envelope the bidder must write Name & Address of Bidder and name, email Id & mobile no. of authorized signatory of bidder as mentioned in tender documents.</p> <p>This Envelope-3 should be submitted to The Assistant General Manager (HR) State Bank of India, Local Head Office Gandhinagar, 5th Floor, SBI Tower, DTA, Gift City, Gandhinagar, Gujarat Pin code- 382355</p>
23	Weightage to Bids	Weightage of technical to financial score is specified shall be in 70:30 proportion.

24	Important Note	Any tender submitted by Broker shall be summarily rejected and brokerage etc shall not be paid by the Bank. Any kind of canvassing done by any bidder directly or indirectly is liable to disqualify their bid at sole discretion of Premises Selection Committee.
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Tender Documents (Technical Bid & Price Bid) can be downloaded upto one day prior to the last date of submission of Bid/ Tender, from the Bank's website www.sbi.so.in under important links " Procurement and other" free of cost.

Tenders which are incomplete/ illegible/partly filled/ without all required enclosure/ contain wrong/ false/ incorrect information/ details are liable to be rejected and shall not be considered at the sole discretion of the Bank.

The Bank reserves it right to accept /reject / cancel / withdraw the tender at any stage without assigning any reason whatsoever.

(Signature of Owner/ Authorized Signatory) (Seal of Bidder registered as Hotel)

(TECHNICAL BID)
TERMS & CONDITIONS

(Hiring of Premises for SBI Holiday Home at Dwarka)

Important Notes:

Please read all Parts of Tender Documents very carefully before filling up the same.

Please ensure, before dispatching submitting the tenders, that all the parts of tender documents and required enclosures have been duly signed & stamped by the Authorized Signatory.

1. The exterior, interior, surroundings and rooms of the premises must be well maintained, neat, clean, tidy, damp free, aesthetically pleasant. Premises not fulfilling these criteria shall not be considered at the sole discretion of the Bank.
2. The bidder must ensure that the number of rooms as specified in tender are readily available with them to offer to Bank.
3. No deviation in tender documents (terms & conditions, minimum requirement, etc.) is permissible. The tenders having deviation are liable to be rejected at the sole discretion of the Bank.
4. During site visit / inspection the Premises Selection Committee (PSC) may choose the rooms other than offered by the Bidder. If the bidder agrees, the rooms thus selected by the PSC and agreed by the bidder shall deem to be offered by the bidder and shall be considered for Techno Commercial evaluation.
5. The rooms offered have to be kept available exclusively for SBI guest at any time. Two children below the age of 12 years should be allowed to stay in the room allotted, without any extra charges. Also in case of necessity, one additional single bed with mattresses, pillows, quilt etc should be provided to the guests, without any extra charge i.e. within agreed rent / rate.
6. Singular / plural words used in these tender documents are interchangeable i.e. Clause/s are applicable to both singular and its plural versions. Similarly, His / Him and / or Her, He and / or She, are interchangeable.
7. The words Bank's occupant/s, Occupant/s, Banks' Guest & Guest/s used in these tender documents mean one and the same i.e. the person to whom the room/s are allotted in the Holiday Home by the Competent Authority of the Bank and who has checked-in the Holiday Home along with person/s authorized to accompany him.
- 8 (a) Price Bid, Commercial Bid and Financial Bid mean one and the same. Landlord and owner mean one and the same. Bank and mean one and the same.

8 (b) The room/s designated for the Bank shall be allotted by the Bank only and shall be conveyed to the Landlord (or his representative) in the manner as may be decided by the Bank at a later stage.

Bank's Guest or Bank Guest means the person/s to whom the Bank has allotted the room/s for a specific period.

9 (a). The Income tax etc at applicable rate as statutory deduction will be deducted by the Bank at source while paying the rentals per month. The landlord will be required to raise the bill to SBI on 7th of every month for the rent due of preceding month indicating the GST component also (if applicable) in the bill separately. The bill should also contain the GST registration number of the landlord as well as of Bank's GST No. i.e. #####, apart from name, address etc. of the landlord and the serial number of the bill, for the Bank to bear the burden of GST, the Landlord can attach the photocopy of the complaint register and feedback forms (if any) of bill period with the Bill.

9 (b). The landlord shall maintain and keep in his safe custody the complaint register, feedback forms or any other record / register as may be required by the Bank.

9 (c). A person or the Committee authorised by the Bank may visit and inspect the premises / Hotel / Rooms to check the condition, facilities, upkeep etc as per the agreed terms. The Landlord shall permit & facilitate such person / committee to carry out inspection and also comply to their observations.

10. The Bidder / owner whose rooms are hired by the Bank shall maintain & preserve the complaint register / forms etc in the format prescribed by the bank and shall produce before the Bank in the way & manner advised by the Bank.

11. Income tax and other statutory clearances / licences / approvals etc pertaining to premises shall be obtained by the Bidder / landlord / vendor at his own cost and shall be produced before the Bank as & when asked by the Bank.

12. The bidder/ vendor should be in absolute possession of the property and should have appropriate title document supporting his/her claim. The bidder/ vendor will be required to furnish legal title report from the SBI empanelled advocate at his/ her cost as and when required by the Bank. The successful bidder/vendor will have to execute appropriate **Hiring Agreement** as desired by the Bank.

13. Any change or intention of change in ownership / transfer of rights / Operations related to the Hotel / Premises shall be intimated in writing by the Land Lord to the Bank promptly.

14. Selection Procedure / Modality

- a) The technical bids shall be opened by **Premises Selection Committee (PSC)** on date & time shall be advised by the Bank in the presence of bidders or their authorized representatives who are present at that time and date.
- b) The premises selection committee (PSC) will do preliminary scrutiny of all the Bids. On the basis of Preliminary Scrutiny the Bank at its own discretion may reject the incomplete bids, bids having inconsistent/ contradictory information, incomplete enclosures, not duly filled & signed, illegible bids not conforming to the required terms as mentioned in the tender documents without seeking any further clarifications , information, documents etc from the bidder/s. However, in case of minor deficiencies, the PSC may seek such details / confirmation from the bidder/s. The premises / offers to which PSC finds not suitable / not as per minimum requirements etc on the basis of the details of the offers / technical bid including photographs, room plans etc. shall not be considered for further and site of such premises shall not be visited by PSC.
- c) The technically qualifying bids shall be listed, and these bidders shall be advised through mail in advance about time slot and date/s of site / premises visit and / or verification of original documents by PSC. The bidder/s who fail to facilitate proper physical, inspection and verification of documents shall not be given another opportunity and their tender shall not be considered further.
- d) On the basis of the physical site inspection and / or verification of documents, technical evaluation as per tender shall be done and technical score to bidders shall be awarded by the Premises selection committee to each technically qualifying premises / offer / Bid.
- e) The date, time & place of opening of Price bid shall be intimated to shortlisted bidders and Price Bid shall be opened by the PSC in the presence of bidders / their representative present.
- f) Thereafter, Techno-commercial evaluation shall be done by the PSC as specified in these tender documents and successful bidder will be finalized.

**(Signature of Owner/ Authorized Signatory)
(Hotel)**

(Seal of Bidder registered as

COVER-A

The Assistant General Manager (HR)
State Bank of India
Local Head Office, Gandhinagar
5th Floor, SBI Tower,
DTA Gift City, Gandhinagar
Pin code- 382355
Mail Id: cmir.lhoahm@sbi.co.in
Phone no: 079-23320103 (Extn.: 5508)

Date:
Place:

We have read and understood all the parts of Tender Documents as mentioned in NIT e.g. terms, conditions, requirements, minimum requirements, annexure etc. and are acceptable to us. We also understand that the Bank reserves the right to accept/ reject all / any tender without assigning any reason thereof.

(Signature of Owner/Authorized Signatory)

(Seal of Bidder registered as Hotel)

Name:

Date:

Place:

COVER-A

(TECHNICAL BID)
DETAILS OF PREMISES OFFERED

(Hiring of Premises for SBI Holiday Home at Dwarka)

Please fill up in good handwriting or submit typed without changing format & Description)

Sr. No.	Description	To be filled by the Bidder
1a	Name, Address, Phone no., Mobile no. of the Bidder having ownership rights / hiring rights of the Premises being offered	
1b	PAN No. of Bidder (Attach self attested copy of PAN Card as Enclosure-A1)	
1c	GST No. of Bidder (Attach self attested copy of PAN Card as Enclosure-A2)	
1d	Name, Address & Phone nos. of the Hotel / s (Premises) in which rooms are being offered	
2	Hotel / s on lease or owned (Give Details) (Enclose self attested documents i.e. ownership or hiring agreement documents after Technical Bid as Enclosure -B)	
3	Name/s, Mobile nos. & address of the proprietor/partners / Bidder owning / having hiring of the Hotel /s Distance from Bus and Railway Station:	
4	Owners / Lessor- Proprietor / Partnership Bidder / LLP / Limited co. of the premises offered	
5	License No. and / or Registration details with Govt./ Local Bodies to do Hotel / Business in the Premises	
6	Name, Designation, Mobile No. and email id of the person authorized to sign (authorized Signatory), communicate with & submit this tender. Please note that all the communication shall be done on this email id only.	

7	Distance of Premises from Parking lot	
8	Total Number of Floors and Rooms (category wise) in hotel /s and there tariff (without GST) being charged from customers	
9a	Timing of Restaurant	
9b	Room Service (Available / Not Available)	
9c	Room Service timing for tea / coffee etc.	
9d	Food available- Veg, Non-veg, etc.	
10	Details & List of Complementary Service	
11	Availability of Help Desk within Hotel for booking of Taxi, Tour, Travel, Air Ticket, Railway Reservation etc.	
12	Availability of Lockers for Bank' Occupants	
13	Any other details, information, facility etc you would like to share which are not covered in Technical Bid Documents	

Declaration & Undertaking by the Bidder: We have read and understood all part of Tender Documents including terms, conditions, requirement, minimum requirements, annexure etc. and are acceptable to us. We also understand that the Bank reserves the right to accept / reject all/ any tender without assigning any reason thereof.

(Signature of Owner / Authorized Signatory)

Name:

Date:

Place:

(Seal of Bidder registered as Hotel)

Name of Hotel:

(TECHNICAL BID)**ANNEXURE-I****(Hiring of Premises for SBI Holiday Home at Dwarka)****LIST OF MINIMUM INFRASTRUCTURES, AMENITIES ETC. REQUIRED****(Kindly note that the list below is not exhaustive)**

Sr. No.	Infrastructure/ Services/ Amenities/ Fixture/ Consumables/ Facilities etc available, to be provided and maintained by the Bidder/ Landlord
	(Within the rate / rent accepted by the Bank)
1	Room (4 nos.)
2	No. of Car Parking with Premises (50% of number of rooms)
3	Regular Maintenance/ cleaning/ Upkeeping of Rooms & Washrooms- Daily and as often required
4	Amenities etc. in the Rooms (must have attached washroom)
a	1 no. King Size wooden double bed or 2 nos. Single Bed (as required by Bank) with 2 nos. bed side tables/ units and with Minimum 6" thick mattresses & soft Pillows of standard make.
b	Superior quality ironed, spot less white bed sheets, pillow covers & bed covers (bed sheets & pillow covers to be changed daily)
c	Dry- cleaned / washed/ vacuum cleaned & ironed Cover sheet/ Blankets/ comforters/ Quilts as per occupant's requirement
d	Superior quality curtains/ blinds on windows (to be dry-cleaned/ washed/ vacuum cleaned as & when required)
e	Superior quality clean door mats at room door & washroom door
f	Laminate/ Polish finish wooden cupboard with minimum 06 heavy SS / Wooden/ Plastic hangers & space
g	Laminate/ Polish finish wooden writing table
h	Polish finish wooden writing chair with cushioned seat
i	Full size dressing mirror
j	Comfort sitting chair (cushioned)- 2 Nos
k	Wooden centre table with laminate finish / glass top
l	Air- Conditioner of adequate capacity with remote.

m	Ceiling Fans, LED Lights, Exhaust Fan, Battery operated Room Fresheners, Mosquito Repellent, Sweeping type wall clock, night light/ lamp
n	LED TV (preferably 42" in Standard Room)
o	Cable/ DTH connection
p	Hi speed Wi-fi
q	Electric Kettle (Separate base) – 1 litre minimum
r	Minimum 1 litre Steel water jug with lid, Plastic/ Melamine tray, 4 nos. glass tumblers with coasters, 2 nos. china clay teacups with saucer and 2 SS teaspoons, 2 pairs slip-in bathroom sleepers.
s	(for each day of halt/ stay)- 2 nos. 1 litre packaged drinking water bottles, 2 nos. black tea dip sachets, 2 nos. coffee powder sachets, 4 nos. milk powder or concentrated milk sachets, 6 nos. sugar sachets and salt & black pepper sachets as required , Big size soft paper napkins in SS Napkin Holder (kept in container / Basket/ separate try), Supply of Palatable RO Water in room as demanded
t	waste paper / dust/ garbage bin with lid and disposable bag inside
u	Intercom facility
7	Amenities in each Washrooms attached to Rooms
a	Storage type electric Geyser or central supply of 24 hrs. hot water supply
b	European type commode with health faucet & toilet paper holder with tissue paper roll
c	Washbasin with looking mirror & shelf / soap dish with soap or soap dispenser with liquid soap, Towel Ring
d	Wall mixer faucet with shower
e	Cloth drying line, Towel rail, 4 nos. cloth hooks
f	1 no. Plastic Bucket, 2 Plastic mugs& 1 no. high level plastic Bathing stool
g	Exhaust Fan
h	Washed, ironed & spotless 2 nos. superior quality Bath towels & 2 nos. superior quality face / hand towels of white colour (to be changed for each day of stay / halt)
i	Naphthalene balls in wash basin and deodorizer sachet/ bar in wash room
j.	1 no. Washroom kit containing small, bathing soap, liquid shower soap, hair shampoo, hair conditioner, hair oil in sachet, shower cap, etc for each day of stay/ health as decided by the Bank.

8	Other General Services / Facilities/ Amenities etc.
a	24 hours water supply in washrooms
b	24 hours full load electricity supply (including power backup generators) in rooms
c	Restaurant facility (Breakfast, Lunch, Dinner) with Hotel premises (on payment basis by occupants)
d	Laundry service (on payment basis by occupants)
e	Regular pest/ insects' control to keep room insect, flies, mosquito, rodent, termite free without leaving bad odour.
f	Lift facility in case rooms are on upper floors.
9	Other Minimum Specifications (Airy, natural light & damp free)
a	Double charges vitrified tile flooring or Wooden flooring or mirror polished marble floor in rooms, Wooden flooring/ Carpet in Deluxe Rooms
b	Anti-skid Ceramic tile flooring in washroom floors and full height ceramic tile dado on washroom walls
c	Acrylic Emulsion paint on walls

(Signature of Owner/ Authorized Signatory)

(Seal of Bidder registered as Hotel)

(TECHNICAL BID)**ANNEXURE – II****(Hiring of premises for SBI Holiday Home at Dwarka)**

Parameters based on which technical score will be assigned by SBI

(NOT TO BE FILLED BY THE BIDDER)**TECHNICAL EVALUATION****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
01	Distance (Vehicular) from desired location from Railway station	05
	i) upto 2 km (5 marks)	
	ii) more than 2 kms but upto 3 kms (3 marks)	
	iii) more than 3 kms but upto 5 kms (2 marks)	
02	Proximity to Dwarkadhish Temple	05
	i) Within 1 Km- 5 marks	
	ii) more than 1 km and upto 2 km- 3 marks	
	iii) more than 2 km upto 3 km- 2 marks	
03	Accessibility shall include ease of approaching the premises from main road with adequate car parking etc	10
04	Exterior of Building including quality of construction (0 to 5)	10
05	Interiors of Premises in General (e.g. Lobby, Corridors, Interior decoration) including quality of construction (Marks 0 to 5)	5
06	Open Space, Greenery, Landscaping etc. of the Premises (0 to 5)	5
07	Room Size & Toilet Size, Layout in the Rooms a) Room size- = 7 marks b) Layout of room- 3 marks	10

08	Suitability & Quality of Furniture, fixtures, fittings, interiors etc. in Rooms a) Good- 10 marks b) Average- 5 marks c) Fair- 3 marks d) Poor- 0 marks	10
09	Offered Rooms in continuity or not, on one floor or not, there location of floor, Balcony, view from the room	10
10	Natural Light and Ventilation of Building a) Adequate – 5 marks b) Inadequate- 0 marks	05
11	Age of the Building a) 0-2 years - 10 marks b) 2-5 years – 5 marks c) 5-7 years- 3 marks	10
12	Provision of passenger lift	5
13	Overall Suitability on view of Premises Selection Committee	10
	TOTAL	100

(Signature of Owner/ Authorized Signatory)
Technical Bid)

(Seal of Bidder registered as Hotel /