



**ZONAL OFFICE GAYA**

ZONAL OFFICE: GAYA, 1<sup>ST</sup> FLOOR, SOUTH BISAR TALAB ROAD, NEAR CHOPRA AGENCY  
GAYA, BIHAR-823001

PART – A: TECHNICAL BID

**TENDER FOR HIRING/ LEASING HOTEL ROOMS/ COMMERCIAL VILLAS AS  
HOLIDAY HOMES FOR INDIAN BANK AT GAYA**

Indian Bank intends to hire “HOTEL ROOMS/ COMMERCIAL VILLAS” which are in ready-to-occupy condition, for use as “Holiday Homes” on Lease basis. For further details and downloading Tender Document please visit Bank’s website [www.indianbank.in](http://www.indianbank.in) under the link “Tenders/ Auction” from 20.11.2024 to 04.12.2024. The last date for submission of offers at this office will be on or before 04.12.2024. Further Notice/Clarification in this regard will be posted only on the Banks above mentioned website.

Zonal Manager  
Zonal Office, Gaya



NOTICE INVITING TENDER (NIT)

Indian Bank intends to hire on lease basis, HOTEL ROOMS/ COMMERCIAL VILLAS which are in ready to occupy condition for use as Holiday Homes from Individuals / Firms / Companies/ Trusts under Two Bid system as per details given below:

| Number of Rooms Required   | Location  | Remarks   |
|--|---|---|
| <p>04 Normal rooms with two beds/ Double bed.</p> <p>The rooms should be fully furnished and should have facilities like attached bath/toilet with hot water facility, Intercom, LED TV with DTH connection, air conditioning, Room Heater, packaged drinking mineral water bottles (of 1 Litre) 2 Nos per day, Kettle with Tea/ Coffee/ sugar sachet(2 sachets each per day), BathTowels and Hand Towels (2 nos per day), Intercom, High speed Wi-fi etc.</p> <p>(Refer <u>Annexure-II</u> for Check- list of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.</p> | <p>The Holiday home should be located at Gaya/Bodhgaya.</p> | <p>The rooms will be available exclusively for INDIAN BANK guest at any time. Two children below the age of 12 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. (Marriage/ Banquet Hall will not be considered).</p> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> There should be 24Hrs water supply &amp; electricity back-up.</li> <li><input type="checkbox"/> Rooms should have regular Housekeeping facility.</li> <li><input type="checkbox"/> Rooms should be maintained properly and should be painted every year.</li> <li><input type="checkbox"/> Availability of adequate car/ vehicle parking for visitor.</li> </ul>   |   | <p>In-house restaurant/ catering facility on payment basis (by the occupant) shall be given preference.</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.IndianBank.in](http://www.IndianBank.in) under important links “Tenders/ Auction” from 20.11.2024 to 04.12.2024

The offers in a sealed cover complete in all respects should be submitted on or before ~~04.12.2024~~ during working hours at the following address-

Zonal Manager  
Indian Bank, Zonal Office Gaya.

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

Zonal Manager  
Zonal Office Gaya



**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 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 Air Conditioned HOTEL ROOMS/ COMMERCIAL VILLAS at GAYA for INDIAN BANK to use as Holiday Home” and should be submitted at the Office of the Zonal Manager, Zonal Office, ZONAL OFFICE: GAYA, 1<sup>ST</sup> FLOOR, SOUTH BISAR TALAB ROAD, NEAR CHOPRA AGENCY, GAYA, BIHAR-823001, on or before 04.12.2024.

**Important points of Parameters –**

|   |                             |  |
|---|-----------------------------|--|
| 1 | Name of Work                | Tender for Hiring / Leasing of Air-Conditioned HOTEL ROOMS/ COMMERCIAL VILLAS for use as Holiday Homes in GAYA for INDIAN BANK on lease basis. (Marriage/ Banquet Hall will not be considered)   |
| 2 | Parking Space               | Availability of adequate parking for visitors.   |
| 3 | Amenities                   | The rooms should be 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 1 Litre) 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 etc.<br><br>(Refer <u>Annexure-II</u> 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   |
| 5 | Premises under Construction | Will not be considered and summarily rejected.   |
| 6 | Location                    | Should be located preferably at GAYA/Bodhgaya.   |
| 7 | Preference                  | (i) All the rooms should be well furnished and located in a single building of Hotel.<br>(ii) Offer from Govt./Semi Govt. Departments / PSU’s/ Trust.<br>(iii) Ready to occupy premises.<br>(iv) Availability of safe and secured adequate parking space for visitors.   |

|    |  |  |
|----|--|--|
| 8  | Unfurnished premises                     | Will not be considered.  |
| 9  | Initial period of lease                  | 3 years (minimum) + another 3 years on mutually agreed terms   |
| 10 | Selection procedure                      | The technical bid will be opened on 04.12.2024 at 5.00 PM 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.  |
| 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 50:50.  |
| 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.<br>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 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:<br><input type="checkbox"/> 24 Hour Room Service.<br><input type="checkbox"/> Laundry and Valet Services.<br><input type="checkbox"/> Travel & Tour Facility.<br><input type="checkbox"/> Car Parking.<br><input type="checkbox"/> LED Colour Television with 24hrs Cable connection (All popular National/regional Sports, Entertainment channels).<br><input type="checkbox"/> 24 Hours water, hot and cold running water in the bathrooms with western type toilets.<br><input type="checkbox"/> 24 Hours electricity supply with generator back-up.<br><input type="checkbox"/> Intercom facility in the room.<br><input type="checkbox"/> Rooms should be cleaned every day. Bed linen and towels should be changed everyday<br><input type="checkbox"/> Curtains to be washed at regular interval of 30 days<br><br>Rooms should be airy with sufficient sunlight in the day time, with proper ventilation |



### INSTRUCTION TO TENDERERS

The successful vendor should have clear and absolute title to the premises and furnish legal title report from the INDIAN BANK empaneled advocate at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions of Indian Bank 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 INDIAN BANK. The initial period of lease will be 3 years and will be further renewed for 3 years terms (viz. total lease period 6 years / as found appropriate) with requisite exit clause to facilitate full / part de-hiring of space by the INDIAN BANK during the pendency of the lease after serving notice period of minimum 3 months. After completion of 3 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 3 years.

Tender document received by Zonal Office GAYA after due date i.e.04.12.2024 shall be summarily rejected.

The lessors are requested to submit the tender documents in separate envelopes super scribed 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:

Zonal Manager  
Indian Bank, Zonal Office Gaya  
1ST FLOOR, SOUTH BISAR TALAB ROAD,  
NEAR CHOPRA AGNECY. GAYA  
BIHAR- 823001

Phone No.: 0631- 2220250  
Mr. Ranjeet Kumar – +91-7007161394,7598400734

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 INDIAN BANK 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 6 (SIX) months to be reckoned from the last date of submission of offer i.e.04.12.2024

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 on 04.12.2024 at 05.00 PM in presence of tenderers who choose to be present at the Indian Bank Zonal Office Gaya. 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 INDIAN BANK for arranging site inspection of the offered premises.

The INDIAN BANK 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.

Successful bidders will have to maintain a complaint and feedback register exclusively for INDIAN BANK 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 INDIAN BANK along with monthly bill for review. INDIAN BANK shall deduct Rs. 1,000/- per day as penalty in case the complaint of guests is 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.

The HOTEL ROOMS/ COMMERCIAL VILLAS 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 INDIAN BANK.

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

**Lease period:** Minimum period of lease will be Three (3) years and minimum notice period of Three months from Bank’s side for termination of agreement during the pendency of the lease. The lease period will be extendable for mutually agreed period & rent after completion of 3 years.



**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.

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

**Parking:** The Hotel shall provide adequate four wheeler/ two wheeler parking for INDIAN BANK'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.

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 on the main road in close proximity to the Baga Beach maximum allowed distance 2km.

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 INDIAN BANK 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. 10AAACI1607G2ZD, 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 INDIAN BANK 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 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 three months of occupation.

Place:

Name & Signature of bidder/lessor(s)

Date:

with seal if any



**TECHNICAL BID**  
(To be submitted on the letter head of the bidder)

|    |  |  |
|----|--|--|
| 1  | Name and Address of the Hotel  |  |
| 2  | Phone Nos.   |  |
| 3  | Email ID   |  |
| 4  | Contact Person with designation and Mobile No.   |  |
| 5  | Total No. of Floors  |  |
| 6  | Lift with generator facility available   |  |
| 7  | Generator supply given to Rooms  |  |
| 8  | Whether restaurant available. Timing of restaurant, Vegetarian or Non-Veg. Seating capacity of restaurant. Room service available. |  |
| 9  | Hotel/ Villa distance from Mall Road   |  |
| 10 | License Nos. to run Hotel/ Villa Business 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 INDIAN BANK 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 | LED TV with Cable TV connection  |  |
| 21 | Room Nos. offered with Details such as floor No., No. of beds, Carpet area of room, furniture, other appliances etc available in the room. Attach Photos of rooms offered. |  |
| 22 | Laundry facility available   |  |
| 23 | Whether emergency medical facility available or tie up available with any hospital nearby.   |  |
| 24 | Total No. of persons available for room service.   |  |
| 25 | Tourist car or van service available   |  |
| 26 | Any other detail(s) other than the aforesaid you would like to add   |  |

Date:

(Name & Seal of the authorized signatory)



**ANNEXURE- I(PARTOFTECHNICALBID)**

**PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by \_

**INDIAN BANK. (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.<br>i) upto 0.5 Kms (10 marks)<br>ii) More than 0.5 Km and upto 01 KMs (8 marks)<br>iii) More than 01 KMS and up to 02 Kms ( 6 marks)<br>iv) More than 3 Kms (0marks)   | 10            |
| 2     | Available Views from the Rooms<br>i) Sea View (10)<br>ii) Other Scenic view (7)<br>iii) Main road/Market View (5)<br>iv) Others (0)  | 10            |
| 3     | Nearby surroundings, approach road and location<br>i) Good Green/Sea view locality with wide approach (10 marks)<br>ii) Good Green/Sea view locality with narrow approach (7 marks)<br>ii) Partly Commercial/ Residential locality with wide approach (5 marks)<br>iii) Commercial Market Place with narrow approach (0 marks) | 10            |
| 4     | Quality of construction, Ample Room Sizes, adequately ventilated, Ambience & Suitability of premises.<br>i) Excellent (10)<br>ii) Good (7)<br>iii) Satisfactory (5)<br>iv) Unsatisfactory (0)  | 10            |
| 5     | Availability of Restaurant/ Catering Facility<br>i) Within the premises (10)<br>ii) Room Facility (5)<br>iii) Not available (0)  | 10            |
| 6     | i) Availability of Parking as specified (20)<br>ii) Availability of parking less than as specified (10)<br>iii) No Parking Facility within the premises (0)  | 20            |
| 7     | Recommendation/ Opinion of Bank's Premises committee   | 30            |
|       | <b>TOTAL</b>   | <b>100</b>    |

Place:

Date:

Name & Signature of lessor with seal if any

Signature of Authorized Signatory



ANNEXURE – II (PART OF TECHNICAL BID)

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

| Sr No. | Services/ amenities   | Remark  |
|--------|---|---------|
| 1      | Bank's Signboard at the Entrance & visible Location               | Yes/ No |
| 2      | Emblem on Room doors as desired by INDIAN BANK                    | 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      | 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      | Clean Bed Cover & Sheets  | Yes/ No |
| h      | Clean Pillow Covers   | Yes/ No |
| i      | Clean Curtains  | Yes/ No |
| j      | Clean Blanket/ Quilt  | Yes/ No |
| k      | Sitting Chairs  | Yes/ No |
| l      | Writing Table   | Yes/ No |
| m      | Mosquito Repellent  | Yes/ No |
| n      | Water Jug   | Yes/ No |
| o      | 4 nos Glasses   | Yes/ No |
| p      | Tea, Coffee, Sugar & Salt Sachets                                 | Yes/ No |
| q      | Electric Kettle   | Yes/ No |
| r      | Battery operated Room Fresheners                                  | Yes/ No |
| s      | 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**

=====

Name and Address of Hotel/ Commercial Villa:

Nearest Landmark/ milestone:

| Sl. No. | Room Type | Number of Rooms | Room Rent per room per month (all inclusive) plus GST | Total Rent for Rooms per month plus GST | Annual Rentfor Rooms plus GST |
|---------|-----------|-----------------|---|---|-------------------------------|
| 1       | Normal    |                 |   |   |                               |

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

Lease Period : 3 years

**NOTE:**

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

(Name & Seal of the authorized signatory)