

Annexure 1: 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 the “Price Bid” should be enclosed in separate 3<sup>rd</sup> sealed envelopes duly super scribed on top of the envelop as “Technical Bid” or “Price Bid as the case, may be and these envelopes are to be placed in a single cover superscribing:

**Tender for Hiring/ Leasing of Air Conditioned HOTEL ROOMS/ COMMERCIAL VILLAS at Kanuyakumari for INDIAN BANK to use as Holiday Home”** and should be submitted at the Office of the Zonal Manager, Zonal Office, No. 1/17, GRR Building, New Bus Stand – STC Road, Perumalpuram, Tirunelveli – 627007 on or before 02.12.2024 by 05:00 PM.

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 Kanyakumari for INDIAN BANK on lease basis.
2.	Parking Space	Availability of adequate parking for visitors.
3.	Amenities	The rooms should be fully-furnished and should have facilities like AC, attached bath/toilet with hot water facility, intercom, LED TV with DTH connection, 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), Bath Towels & Hand Towels (2 nos per day), Intercom, High Speed Wi-Fi etc  (Refer Annexure-B for check-list of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.)
4.	Possession	Ready Possession / Occupation /expected to be ready to use within
5.	Premises under Construction	Will not be considered and summarily rejected.
6.	Location	Should be located within 3 km Vicinity from Bagavathiamman Temple, Gandhi Mandapam, Sunrise/Sunset Spot, Vivekanandar Rock and Thiruvalluvar Statue.
7.	Preference	(i) All the rooms should be well furnished and located in a single building of Hotel. (ii) Offer from Govt. /Semi Govt. Departments/PSU's/Trust. (iii) Ready to occupy premises. (iv) Availability of Safe and Secured adequate parking space for visitors
8	Unfurnished premises	Will not be considered

9	Initial Period of Lease	3 years (minimum) + another 3 years on mutually agreed terms
10	Selection Procedure	The technical bid will be opened on 02.12.2024 at 3.00 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. 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	<p>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.</p> <ul style="list-style-type: none"> <li>⇒ 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.</li> <li>⇒ 24 Hour Room Service</li> <li>⇒ Laundry and Valet Services.</li> <li>⇒ Travel and Tour Facility</li> <li>⇒ Car Parking.</li> <li>⇒ LED Colour Television with 24 hrs Cable Connection (All popular National/regional Sports, Entertainment channels)</li> <li>⇒ 24 Hours water, hot and cold running water in the bathrooms with western type toilets.</li> <li>⇒ 24 Hours Air Conditioning/room heater facility (as per requirement)</li> <li>⇒ 24 hours electricity supply with generator backup</li> <li>⇒ Intercom facility in the room. □ Rooms should be cleaned every day. Bed linen and towels should be changed everyday</li> <li>⇒ Curtains to be washed at regular interval of 30 days.</li> </ul>

	Rooms should be airy with sufficient sunlight in the day time, with proper ventilation
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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 Tirunelveli after due date i.e. 02.12.2024 by 5:00 PM shall be summarily rejected.

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

**Zonal Manager  
Zonal Office - Tirunelveli  
No. 1/17, GRR Building,  
New Bus Stand – STC Road,  
Perumalpuram,  
Tirunelveli – 627007**

All columns of the tender documents must duly have 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. 02.12.2024.

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 05.12.2024 at 3.00 PM in presence of tenderers who choose to be present at the Indian Bank Zonal Office Tirunelveli, 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 therefore.

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 backup/ 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 important tourist spots in Kanyakumari.

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. le **33AAACI1607G2Z5** 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 Bank possess right to negotiate with the lowest two bidders on account of rent of the Holiday Home.

Place:

Name & Signature of Bidder/Lessor(s) with seal if any

Date:

**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	
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	Rooms 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 :

**ANNEXURE-A (PART OF TECHNICAL BID) PREMISES REQUIRED ON LEASE**  
Parameters based on which technical score will be assigned by INDIAN BANK  
**(NOT TO BE FILLED BY THE PROSPECTIVE LAND LORD)**  
**TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS**

The detailed list and marks assigned to each parameter is as under:

Sr No	Parameter	Maximum Marks
1	Distance from desired location. i) Up to 3 KMs (10 marks) ii) More than 3 KMs and up to 4 KMs (7 marks) iii) More than 4 KMs and up to 5 Kms ( 5 marks) iv) More than 5 KMs (0 marks)	10
2	Available Views from the Rooms i) Vivekanandar Rock, Tiruvalluvar Statue view (10 marks) ii) Only Sea View (7 marks) iii) Garden and Greenery View (5 marks) iv) Others (0)	10
3	Nearby surroundings, approach road and location i) Good Locality with wide approach (10 marks) ii) Good Locality with narrow approach (7 marks) iii) Partly commercial / Residential locality with wide approach (5 marks) iv) Commercial Market Place with narrow approach (0 marks)	10
4	Quality of construction, Ample Room Sizes, adequately ventilated, Ambience & Suitability of premises. i) Excellent (10 marks) ii) Good (7 marks) iii) Satisfactory (5 marks) iv) Unsatisfactory (0 marks)	10
5	Availability of Restaurant/ Catering Facility i) Within the premises (10 marks) ii) Room Facility (5 marks) iii) Not available (0 marks)	10
6	i) Availability of separate parking within premises for Indian Bank Guests (20 marks) ii) Availability of sufficient parking within premises (10 marks) iii) No Parking Facility within the premises (0 marks)	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



ANNEXURE – B (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/ Up keeping 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	Room Heater	Yes/ No
d	Hi speed Wi-Fi	Yes/ No
e	Cupboard	Yes/ No
f	Mirrors	Yes/ No
g	Double bed (or Two-single beds) with Mattress & Soft Pillows	Yes/ No
h	Clean Bed Cover & Sheets	Yes/ No
i	Clean Pillow Covers	Yes/ No
j	Clean Curtains	Yes/ No
k	Clean Blanket/ Quilt	Yes/ No
l	Sitting Chairs	Yes/ No
m	Writing Table	Yes/ No
n	Mosquito Repellent	Yes/ No
o	Water Jug	Yes/ No
p	4 nos Glasses	Yes/ No
q	Tea, Coffee, Sugar & Salt Sachets	Yes/ No
r	Electric Kettle	Yes/ No
s	Battery operated Room Fresheners	Yes/ No
t	Enough LED lighting, Fans & Exhaust	Yes/ No
6	Amenities in Toilet	
a	Geyser	Yes/ No
b	Bucket & Mug	Yes/ No
c	Shower	Yes/ No
d	Wash Basin with Liquid Soap/ Bar Soap	Yes/ No
e	Bath & Face Towels	Yes/ No

f	Naphthalene Balls	Yes/ No
g	Exhaust Fan	Yes/ No
7	Housekeeping	Yes/ No
8	Power Back-up / Generator	Yes/ No
9	Ample Parking space	Yes/ No
10	Restaurant/Catering Facility in premises/ nearby	Yes/ No

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