



Annexure I: 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 3rd 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 RAMESWARAM for INDIAN BANK to use as Holiday Home" and should be submitted at the Office of the Zonal Manager, Indian Bank, Zonal Office Karaikudi, JRC 4D Scan Complex, First Floor, Church 1st street, Karaikudi, District: Sivaganga, pin – 630001 on or before 19.02.2025 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 RAMESWARAM for INDIAN BANK on lease basis.
2	Parking Space	Availability of adequate parking for visitors.
3	Amenities	The rooms should be fully-furnished with min size of 140 sqft and should have facilities like attached bath/toilet with hot water facility, Air Conditioners, 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 no's per day), Intercom, High Speed Wi-Fi etc. (Refer Annexure-II 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 Sri Arulmigu Ramanathaswamy Temple road or around 3 KM vicinity of Sri Arulmigu Ramanathaswamy Temple and should be easily approachable.

7	Preference	<p>a) All the rooms should be well furnished and located in a single building of Hotel.</p> <p>b) Offer from Govt. /Semi Govt. Departments / PSU's/ Trust.</p> <p>c) Ready to occupy premises.</p> <p>d) Availability of safe and secured adequate parking space for visitors.</p> <p>e) In-house restaurant facility.</p>
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 20.02.2025 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 Price bids of only those bidders, whose offers are found suitable, will be opened at a later date. The date of opening of Price 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"> • 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 • Restaurant facility. • 24 Hour Room Service. • Laundry and Valet Services. • Travel & Tour Facility. • Car Parking. • LED Colour Television with 24hrs Cable connection (All popular National/regional Sports, Entertainment channels). • 24 hours Air conditioning facility. • 24 Hours water, hot and cold running water in the bathrooms 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 everyday • Curtains to be washed at regular interval of 30 days • Rooms should be airy with sufficient sunlight in the day time, with proper ventilation
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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 Sri Arulmigu Ramanathaswamy Temple 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 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	

Place:	(Name & Seal of the authorized signatory)
Date:	Signature of Authorized Signatory



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 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.	10
	a) Up to 3.00 KMs (10 marks)	
	b) More than 3.00 Km and up to 4.00 KMs (7 marks)	
	c) More than 4.00 KMs and up to 5.00 KMs (5 marks)	
	d) More than 5.00 KMs (0 marks)	
2	Available Views from the Rooms	10
	a) Temple View (10)	
	b) Sea View (7)	
	c) Garden/ Greenery View(5)	
	d) Market View (0)	
3	Nearby surroundings, approach road and location	10
	a) Good Green locality with wide approach (10 marks)	
	b) Good Green locality with narrow approach (7 marks)	
	c) Partly Commercial/ Residential locality with wide approach (5 marks)	
	d) Commercial Market Place with narrow approach (0 marks)	
4	Quality of construction, Ample Room Sizes, adequately ventilated, Ambience & Suitability of premises.	10
	a) Excellent (10)	
	b) Good (7)	
	c) Satisfactory (5)	
	d) Unsatisfactory (0)	
5	Availability of Restaurant/ Catering Facility	10
	a) Within the premises (10)	
	b) Room Facility (5)	
	c) Not available (0)	
6	a) Availability of separate Parking within premises for INDIAN BANK'S guests (20)	20
	b) Availability of sufficient parking within premises (10)	
	c) No Parking Facility within the premises (0)	
7	Recommendation/ Opinion of Bank's Premises committee	30
	TOTAL	100

Place:	(Name & Signature of lessor with seal if any)
Date:	Signature of Authorized Signatory



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	Air Conditioners	Yes/ No
b	LED TV	Yes/ No
c	Cable/ DTH connection	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.)