



ADMINISTRATIVE OFFICE
1st FLOOR, ADMINISTRATIVE OFFICE BUILDING, RAIL HEAD COMPLEX,
JAMMU – 180012

TENDER ID: AOJAM/2025-26/009

PART – A: TECHNICAL BID (ENVELOPE – I)

**TENDER FOR HIRING/ LEASING OF HOTEL ROOMS AS ‘SBI GUEST HOUSE/VOTF’
FOR STATE BANK OF INDIA AT JAMMU**

State Bank of India intends to hire “**FOUR HOTEL ROOMS**” which are in ready-to-occupy condition, for use as “**SBI GUEST HOUSE/VOTF**” near SBI Administrative office JAMMU on Lease basis within the vicinity of public transportation with better amenities for visitors. For further details and downloading Tender Document, please visit Bank’s website <https://bank.sbi> under “SBI in the News > Procurement News” from **29.08.2025 to 04.09.2025**. The last date for submission of offers at this office will be on or before **04.09.2025 up to 03:00 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.

Deputy General Manager (B&O)



NOTICE INVITING TENDER (NIT)

REQUIREMENT OF HOTEL ROOMS ON RENT **FOR SBI GUEST HOUSE/VOTF**

Offer in sealed cover containing technical and price details is invited from interested parties, who are ready to lease out their readily available **Four (04)** furnished rooms with beds, study table, LCD/LED panel with attached toilet and dressing area both, at their hotel premises near SBI Administrative Office area on short lease term basis for 06 months with a provision further renewal up to more 03 months as per Bank's discretion. The approximate carpet area of each room should not be less than 150 Sq. ft. excluding attached washroom and dressing area. The premises should have adequate parking facility and rooms should have heating & cooling arrangement, housekeeping, 24 Hours Electricity, 24 hours hot water supply, LED TV at least 32 inches with DTH services, Electric kettle, Crockery, toiletries, slippers, and refreshment sachets / packets and 2 litre drinking mineral water on daily refilling basis to be provided by the Hotel. Any additional services/offered by the hotel shall be welcomed and considered for selection. The offer document should be addressed to the Deputy General Manager, State Bank of India, Administrative Office Jammu, in a sealed envelope enclosing copy of evidence of title to the property being offered, KYC of owner of Hotel, Hotel Registration Certificate along with pictures of Hotel/facade and rooms offered and expected rental per room per day without meal. The envelope should be super scribed as "**Guest Rooms/VOTF** offered for **SBI A.O. Jammu**" and should reach us on or before **04.09.2025 up to 3.00 p.m.** The "**Technical Bid**" and "**Price Bid**" format can be collected from our office and also available at <https://bank.sbi> under procurement news. The Bids will be opened at our office on **04.09.2025 at 3:30 p.m.** The Bank reserves the right to accept or reject any or all offers or amend the offer terms without assigning any reason whatsoever. No brokerage will be paid by the bank.

Sd/-
Deputy General Manager (B&O)
Jammu



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 **29.08.2025 to 04.09.2025** . The offers in a sealed cover complete in all respects should be submitted on or before **04.09.2025** during working hours up to 03:00 P.M. at the following address:

The Deputy General Manager (B&O)
State Bank of India,
1st Floor, Administrative Office Building,
Rail Head Complex,
Jammu - 180012
Contact: .7507378610 / 9906376904

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.

Deputy General Manager (B&O)
Jammu



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 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 FOUR HOTEL ROOMS at JAMMU for SBI to use as GUEST HOUSE/VOTF**” and should be submitted at Office of the Deputy General Manager (B&O), State bank of India, 1st floor, Administrative Office Building, Rail Head Complex, Jammu - 180012 on or before **04.09.2025 up to 03:00 P.M.**

Important points of Parameters:

(i)	Name of Work	Tender for Hiring / Leasing of Four (04) HOTEL ROOMS near SBI Administrative Office Jammu for use as ‘SBI Guest House/VOTF’ on short term lease basis.
(ii)	Parking Space	Parking is the mandatory criteria. Availability of adequate parking for visitors must be within the premises of the hotel. The bidders whose hotel does not have parking facility, their price bid will not be opened.
(iii)	Amenities	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 1000 ml) 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 Annexure-II for checklist of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.)
(iv)	Possession	Ready possession / occupation/expected to be ready to use within 10 (Ten) Days 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 nearby SBI Administrative Office Jammu 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	Initially for SIX (06) months with a provision for further renewal of Three (03) months as per Bank's discretion.
(ix)	Selection procedure	The technical bid will be opened on 04.09.2025 at 03.30 P.M. in the presence of Tender Opening Committee at our office. 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)	Stamp duty / registration charges	To be shared in the ratio of 50:50 .
(xii)	Documents to be enclosed with the offers	<u>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.</u> 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.
(xiii)	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"> • 24 Hour Room Service. • Laundry and Valet Services. • Travel & Tour Facility. • Car Parking. • LED Colour Television with 24 hrs Cable connection (All popular National/regional/News/ Sports, Entertainment channels). • 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 every day. • Curtains to be washed at regular interval of 90 days. Rooms should be airy with sufficient sunlight in the daytime, with proper ventilation.

(Signature of Authorized Signatory)



INSTRUCTION TO TENDERERS

1.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful vendor will have to execute **the lease deed as per the standard terms and conditions of State Bank of India** 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 SBI. The period of lease will be for 06 months subject to further renewal for period of 03 months as per Bank's discretion. However, Bank will have right to determine the tenancy by giving 1 months' notice during the currency of lease and there will not be any damages paid for the rest of the period of the lease.

1.2 Tender document received by the office of the Deputy General Manager (B&O), State bank of India, 1st floor, Administrative Office Building, Rail Head Complex, Jammu - 180012 on or before **04.09.2025 up to 03:00 P.M.** shall be summarily rejected.

1.3 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:

The Deputy General Manager (B&O)
State Bank of India,
1st Floor, Administrative Office Building,
Rail Head Complex,
Jammu - 180012
Contact: 7507378610 / 9906376904

1.4 All columns of the tender documents must be duly filled in and no column should be left blank. **All pages of the tender documents (Technical and Price Bid) are to be duly signed by the authorized signatory of the tenderer and his authorization letter/documents should be submitted along with the tender.** Any over-writing or cutting is to be duly authenticated by the tenderer. The SBI reserves the right to reject the incomplete tenders.

1.5 In case the space in the tender document is found insufficient, the lessors/ tenderers may attach separate sheets.

1.6 The **offer should remain valid** at least for a period of 3 **(Three) months** to be **reckoned from** the last date of submission of offer.

1.7 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 offeror is required to attach a separate sheet “list of deviations”, if any.

1.8 The **Technical Bid** will be **opened on 04.09.2025 at 3.30 P.M.** in presence of the technical bid will be opened on **04.09.2025 at 03.30 P.M.** in the presence of Tender Opening Committee at our office. All tenderers are advised in their own interest to be present on that date at the specified time. The shortlisted tenderer will be informed by the SBI for arranging site inspection of the offered premises.

1.9 **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason, therefore.**

1.10 Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**

1.11 Successful bidders will have to maintain a complaint and feedback register exclusively for SBI 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 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 SBI along with monthly bill for review. SBI 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.

1.12 The particulars of amenities provided / proposed to be provided in the hotel should be furnished in the technical bid.

1.13 The tenderer should not have been blacklisted by any of the Government /PSU/ Trusts and no case should be pending against the tenderer or filed in any courts/Tribunals for any illegal activities.

1.14 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 SBI.

1.15 It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

1.16 Rate quoted should be **per room per day inclusive of all taxes and other charges, if any, excluding GST**. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable after completion of each month.

1.17 **Lease period:** The period of lease will be for 06 months subject for further renewal up to 03 months. However, Bank will have right to determine the tenancy by giving 01 months' notice during the currency of lease and there will not be any damages for the rest of the period of the lease.

1.18 **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.

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

1.20 **Parking:** The Hotel shall provide adequate four-wheeler/ two wheeler parking for SBI's guests and no charges should be collected for parking.

1.21 **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.**

1.22 **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.**

1.23 Preference will be given to the buildings on the main road near SBI Administrative office Jammu (J&K).

1.24 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/lessor**. However, **the landlord/lessor will be required to bill the SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill should also contain the GST registration number of the landlord/lessor as well as Bank's GST No. i.e., 01AAACS8577K1Z3, apart from name; address etc. of the landlord/lessor and the serial number of the bill, the GST on rent paid is to be borne by the landlord/lessor.**

1.25 Any dispute arising out of this tender shall be subject to the exclusive jurisdiction of the competent courts in **Jammu** only.

Place:

Name & Signature of bidder/lessor (s)

Date:

with seal if any

TECHNICAL BID

(To be submitted on the letter head of the bidder)

S. No.	Particulars	Details
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 distance from SBI Administrative Office Jammu	
10.	License Nos. to run Hotel/ Business from Government Authorities. (Attach copies/ separate sheet)	
11.	FSSAI License Nos. (Attach copies/ separate sheet)	
12.	Fire NOC no. (Attach copies/ separate sheet)	
13.	Electrical Safety NOC No. (Attach copies/ separate sheet)	
14.	Total Built-up area and No. of four-wheeler parking available for guests.	
15.	Total Number of Rooms with category and tariff charged for your customers for each type of rooms. (Attach separate sheet)	
16.	Additional facilities such as Restaurants, Gym, Spa, Swimming Pools, indoor games, any other entertainment etc. available in the hotel.	
17.	Any discount allowed to SBI guests for the paid services.	

18.	Any welcome kit given to guests on arrival. Furnish the items in the welcome kit.	
19.	Whether newspaper supplied to rooms.	
20.	Details of furniture and appliances provided in the room. (Attach separate sheet)	
21.	Locker facility is available for guests.	
22.	Cloak room facility available.	
23.	LED TV with Cable TV connection.	
24.	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.	
25.	Laundry facility available.	
26.	Whether emergency medical facility available or tie up available with any hospital nearby.	
27.	Total No. of persons available for room service.	
28.	Tourist car or van service available.	
29.	Any other detail(s) other than the aforesaid you would like to add.	

(Name & Seal of the authorized signatory)



ANNEXURE – I (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 (i.e. from SBI Administrative Office Jammu) i) upto 2.0 Kms (10 marks) ii) More than 2.0 Km and upto 4.0 KMs (5 marks) iii) More than 4.0 Kms (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. i) Excellent (20) ii) Good (15) iii) Satisfactory (10) iv) Unsatisfactory (0)	20
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	30
TOTAL MARKS		100

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

Place:

Date:

Name & Signature of lessor with seal if any



ANNEXURE – II (PART OF TECHNICAL BID)

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

Sr. No.	Services/ amenities	Remark
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.

The formula for working out the combined score will be as under:

$$\text{Total scores} = T(w) \times T(s) + F(w) \times F(s)$$

T (w) stands for weightage for Technical score i.e. 0.7

T(s) stands for Technical score evaluated as mentioned in (v) above.

F(w) stands for weightage for Financial score i.e. 0.3

F(s) stands for Financial score evaluated as mentioned in (v) above.

We produce below an **example** to clarify the methodology. Suppose, there are three bidders (A, B & C) qualified based on the marks received / technical parameters and the marks received by them and rate quoted by them are as under:

Bidder	Marks obtained in Technical bid	Monthly price quoted (in Lacs)
A	80	1.25
B	70	2.0
C	75	1.0

For the purpose of evaluation, the three bidders will be given scores as under:

Bidder	Technical score (Ts)	Financial score (Fs)
A	100	80
B	87.5	50
C	93.75	100

Total Score of the bidder will be as under:

Total scores = $T(w) \times T(s) + F(w) \times F(s)$

$A = 0.7 \times 100 + 0.3 \times 80 = 94$ (H2)

$B = 0.7 \times 87.5 + 0.3 \times 50 = 76.25$ (H3)

$C = 0.7 \times 93.75 + 0.3 \times 100 = 95.625$ (H1)

Bidder 'C' (H1) is the successful and Bank may select bidder 'C' after approval from competent authority.

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)



PART – B: FINANCIAL BID (ENVELOPE – II)

**TO BE SUBMITTED BY THE BIDDER
SEPERATELY UNDER TWO BID SYSTEM**

=====

Name and Address of Hotel:

Nearest Landmark/ milestone:

Sl. No.	Room Type	Number of Rooms	Room Rent (Per room per day, all inclusive) plus GST (Rs.)	Total Rooms Rent (per day) plus GST (Rs.)	Monthly Rent for Rooms plus GST (Rs.)
		(A)	(B)	(C) = (A) X (B)	(D) = (C) x 30
(i)		04			

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

Minimum Lease Period : 06 months

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 excluding GST.
3. Financial bid is to be opened after scrutiny of Technical bids, inspection of premises and shortlisting of the hotels.

(Name & Seal of the authorized signatory)