



**TENDER FOR HIRING/LEASING OF HOTEL ROOMS FOR  
SBI HOLIDAY HOME AT VELANKANNI (WITHIN MUNICIPAL  
LIMITS)**

SBI invites applications to hire "FOUR HOTEL ROOMS" which are in ready to occupy condition, for use as "HOLIDAY HOME" within Velankanni limits from reputed Hotels. Please log on to [www.sbi.co.in](http://www.sbi.co.in) under SBI in the News – "SBI in the news / Procurement news" for further details and to download application form.

Notice/clarification in this regard, if any will be posted only on the Bank's website.

Date: 21.01.2026

Regional Manager  
RBO-5, Nagapattinam



**REGIONAL MANAGER, RBO-5, NAGAPATTINAM**

NO.9, NEELA SOUTH STREET, FIRST FLOOR, NAGAPATTINAM-611001.

***TENDER ID:***

**PART -A : TECHNICAL BID (ENVELOPE – I)**

**TENDER FOR HIRING / LEASING HOTEL ROOMS AS HOLIDAY HOME FOR SBI AT  
VELANKANNI**

State Bank of India intends to hire “FOUR HOTEL ROOMS” which are in ready to occupy condition, for use as “Holiday Home” on Lease basis. For further details and downloading Tender Document please visit Bank’s website [www.sbi.co.in](http://www.sbi.co.in) under the link “Procurement and others” from **21.01.2026 to 10.02.2026**. Further, **Notice / Clarification** in this regard, if any, will be posted only on the Banks above mentioned website.

Brokers should not apply in this tender, only Hotel owners / Individuals / Firms / Companies / Trusts need to apply.

**Regional Manager  
RBO-5, Nagapattinam**

## TECHNICAL BID -NOTICE INVITING TENDER (NIT)

### (Hiring of Rooms on lease for SBI Holiday Home at Velankanni)

State Bank of India invite tenders / offers to hire on lease basis, FOUR HOTEL ROOMS for use as Holiday Home from interested Individuals / Bidders / Companies under Two Bid system (Tender is in 2 Parts i.e. Technical Bid & Price/Commercial Bid) as per details given below:

1.	Name of Work / Service	Tender for Hiring of Hotel rooms for use as Holiday Home in Velankanni for SBI on lease basis.
2.	Rooms Required	4 (with A/c)
3.	Last Date & Time of submission of sealed bids	Latest by 15:00 hrs on 10.02.2026. Bids received after due date & time for whatsoever reason shall not be considered.
4.	Mode of submission of Bids	By Registered Post / speed post/ by person addressed to the following address;  <b>The Regional Manager,</b> State Bank of India RBO-5, Nagapattinam, No.9, Neela South Street, First Floor, Nagapattinam - 611001
5.	Date & Time of Opening of Technical Bids	At 10:00 hrs on 11.02.2026 (Any change in date & time of opening shall be intimated to the bidders and / or shall be uploaded at Bank's web site)
6.	Place of opening of Technical Bids	State Bank of India RBO-5, Nagapattinam, No.9, Neela South Street, First Floor, Nagapattinam - 611001
7.	Date & Place of opening Price / Commercial Bid	To be decided later & shall be intimated to short listed bidders individually.
8.	Earnest Money Deposit (EMD)(Non Interest Bearing)	<b>Rs.10,000/- (Rupees ten thousand only)</b> (by way of Demand Daft drawn on any scheduled Bank in favor of " <b>State Bank of India</b> ", payable at Nagapattinam) to be deposited by each bidder along with Technical bid. EMD of unsuccessful bidders shall be refunded within 15 days of opening of financial/ commercial Bid.

		Tenders submitted without EMD as prescribed will be summarily rejected.
9.	Security Deposit (SD) (Non-Interest bearing) SD Refund & SD Forfeiture	<b>Rs.1,00,000/-(Rupees one lakh only)</b> (by way of Demand Daft drawn on a scheduled Bank in favour of “ <b>State Bank of India</b> ” payable at Nagapattinam) to be deposited by the successful bidder within 07 days from date of issuing of the letter of intent/Acceptance by the Bank. EMD & SD shall be refunded on virtual taking over of the rooms to the Bank In case, the Bidder to which letter of Intent has been issued by the Bank, fails to handover the virtual possession of all the rooms within fit-out period or authorized extension, if any granted by the bank, the letter of intent / acceptance shall stand withdrawn, and their EMD & SD shall be forfeited by the Bank.
10.	Virtual Taking Over Date	The date of certification by the Bank that all the rooms as per tender requirements & agreed terms are ready for the occupation after fit-out /modification / upkeep etc to the satisfaction of the Bank
11	Rent Commencement date	Virtual Taking Over Date
12	Possession Status	Only already functional premises from reputed hotels shall be considered
13	Fit Out Period	A maximum of <b>03 months</b> period from the date of letter of Intent issued by the bank shall be granted to fit-out / modification of all the rooms & parking as per tender requirements / agreed terms to the satisfaction of the Bank. However, Bank may extend the fit out period at its sole discretion if it finds reasons of delay to be genuine & justified.
14	Validity of Offers / bids	Bids / Offers shall remain valid for a period of <b>06 months</b> to be reckoned from date of opening of technical bids.
15	Documents to be submitted with Technical Bid	Duly filled and signed parts of Technical bid along with the documents mentioned in tender documents and

	and verification of documents	<p>also</p> <ul style="list-style-type: none"> <li>• Room size with Drawings &amp; dimensions,</li> <li>• Photograph of rooms,</li> <li>• 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</li> <li>• Copies of valid Trade License, valid Fire License and all other statutory Licenses / permits along with the offer.</li> </ul> <p><b>*All duly self-attested by authorized signatory.</b></p> <p>The successful bidder will be required to produce the originals of these Licenses / permits and / or other documents as required by the Bank for verification if required before finalizing the contract</p>
16	Lease Period	The period of lease shall be for 10 years with an initial period of 5 years plus option of 5 years extension with pre- determined increase in the rent at 15% to 25% at the time of renewal <b>subject to satisfactory services offered by the Lessor</b>
17	Lease Deed / Agreement	As per draft lease agreement (as part of Technical Bid)
18	Stamp Duty / Registration Charges	To be shared equally by Lessor & Bank.
19	Interest Free Rent Deposit	Interest free rental deposit equivalent to <b>03 month's</b> rent may be granted to the landlord at the time of taking over the virtual possession of all the rooms and such deposit will have to be adjusted during the <b>last 03 months</b> of lease period.
20	Deduction by way of deficiency of services	In case deficiencies in facilities /services (as per tender) pointed out by the occupants are not attended / addressed within 12 hours (from the time it is recorded in the complaint register) a sum of Rs. 5000/- per day per occupants' complaints shall be deducted from the next payable bill of the lessor. (the lessor must ensure that signature of the complainant are obtained after attending the complaint on complaint register with date & time)
21	Termination of lease by the Bank & Exit Clause / Notice Period	03 months' Notice period in writing by the Bank and no rent / compensation for the unexpired lease period, if any. (Detailed in the enclosed draft lease agreement.)

22	Rent / Rate	<p>Rent / rate accepted by the Bank shall be inclusive of room rent and all services, facilities, amenities, maintenance etc mentioned in these tender documents and also inclusive of all the taxes, bills, service charges, levies, surcharges penalties imposed by statutory authorities on property / lessor and / or change in these inclusion and /or imposition of any new tax, surcharge, levy etc during the lease period. No change in the rent on account of anything shall be done. The rent/ rate shall remain unchanged during the entire lease period. <b>However, GST shall be paid extra at applicable rate over and above the rent.</b></p>
23	Technical Bid (Envelope-1)	<p>EMD, Notice Inviting Tender, Terms &amp; Conditions, Details of Premises Offered, Annexure – I, Annexure – II, Annexure-III and Draft Lease deed, contained in these tenders together with all the necessary documents / Photographs and 'List of Deviations' (if any) to be enclosed with the bid will form the <b>Technical Bid</b>. All these must be kept in one envelope duly sealed. This sealed envelope-1 super scribed on top as '<b>Technical Bid for Holiday Home Velankanni</b>' and be addressed to undersigned. At the bottom left corner of this envelope the bidder must write Name &amp; Address of Bidder and name, email Id &amp; mobile no. of <b>authorised signatory</b> of bidder as mentioned in the tender documents.</p>
24	Price / Commercial Bid (Envelope-2)	<p>Only duly filled, signed &amp; 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 '<b>Price Bid for Holiday Home at Velankanni</b>' and be addressed to undersigned.</p> <p>At the bottom left corner of this envelope the bidder must write Name &amp; Address of Bidder and name, email Id &amp; mobile no. of <b>authorised signatory</b> of bidder as mentioned in tender documents</p>

25	Tender (Envelope-3)	The aforesaid two envelope must be kept together in another big envelope. This envelope-3 should be super scribed on top of it as ' <b>Tender for Holiday Home Velankanni</b> ' 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 <b>authorised signatory</b> of bidder as mentioned in tender documents. This envelope -3 should be submitted as described at S.No. 6 above
26	<b>Weightage to Bids</b>	Weightages of technical to financial score is specified shall be in <b>70:30</b> proportion
27	<b>Important Note</b>	<b>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 the Bank's Premises Selection Committee.</b>

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.co.in](http://www.sbi.co.in) under important links "**Procurement and others**" free of cost.

Tenders which are incomplete / illegible/partly filled /without all required enclosures / 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.

..... **Signed**.....

Date :

Place :Velankanni

The Regional Manager  
State Bank of India  
RBO-5, Nagapattinam,  
No.9 Neela South Street,  
First Floor,  
Nagapattinam - 611001

We have read and understood all the parts of Tender Documents as mentioned in NIT e.g. 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) (Seal of Bidder registered as Hotel / )**

**Name :.....**

**Name of Hotel / . .....**

**Date : .....**

**Place : .....**

## **(TECHNICAL BID) TERMS & CONDITIONS**

### **(Hiring of Premises on lease for SBI Holiday Home at Velankanni)**

#### **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) of the Bank 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 evolution.
5. (a) The rooms offered have to be kept available exclusively for SBI guests 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.  
(b) The driver/s accompanying the Bank's Guest/s shall be provided accommodation in dormitory/ driver's room / worker's room with bed mattresses etc. 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 and lessor mean one and the same. Bank and Lessee mean one and the same. Lease deed, agreement of lease and lease agreement 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 later stage.

Bank's Guest or Bank Guest means the person/s to whom the Bank has allotted the room/s for specified 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 7<sup>th</sup> 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, 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 shall 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). The landlord shall fix neatly framed List of Facilities / amenities available to the Bank Guest as per agreed terms & conditions, in each room. Content of List shall be finalised by the Bank.

9 (d). A person or the Committee authorised by the Bank may visit and inspect the premises / Hotel / Rooms to check the condition, facilities, upkeep etc are 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 / landlord / lessor whose rooms are hired by the Bank on lease 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 / lessor at his own cost and shall be produced before the Bank as & when asked by the Bank.

12 (a). During the lease period at any point of time, the Bank may request to increase the number of rooms on the same terms & conditions. In such case the landlord will give preference to the Bank's requirement. Rent shall be increased accordingly at accepted rate/s.

12 (b). During the lease period at any point of time, Bank may decide to reduce / surrender the number of room maximum by 2. Which particular room/s to be surrendered shall be decided by the Bank. The decision of the Bank shall be final and binding on the Landlord in this regard. The term & conditions of tender and lease agreement shall remain unchanged except reduction in rent worked out as per accepted rates. However, the Bank will give a 03 month notice in writing to the Landlord about reducing / surrendering the room/s.

13. The successful bidder / 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 bidder / vendor will have to execute **the lease deed as per the attached lease deed / agreement format of State Bank of India**. The applicable portion of these tender documents, letter of intent / acceptance and / or any other relevant document shall also form the part of agreement.

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

**15. Selection Procedure / Modality**

- (i) The technical bids be opened by **Premises Selection Committee (PSC)** on date & time as specified in NIT in the Presence of bidders or their authorized representatives who are present at that time and date.
- (ii) 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 bid, not conforming to the requirements as mentioned in the tender documents without seeking any further clarification, 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.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) Thereafter, Techno-commercial evaluation shall be done by the PSC as specified in these tender documents and Most successful bidder will be finalized.

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

## DETAILS OF PREMISES OFFERED

### (Hiring of Premises on lease for SBI Holiday Home at Velankanni)

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

S. No.	Description	To be filled by the Bidder
1a	Name, Address, Phone no., Mobile no. of the <b>Bidder</b> having ownership rights / lease rights of the Premises being offered	
1b	PAN No. of <b>Bidder</b> (Attach self attested copy of PAN Card as <b>Encloser-A1</b> )	
1c	GST No. of <b>Bidder</b> (Attach self attested copy of PAN Card as <b>Encloser-A2</b> )	
1d	Name, Address & Phone nos. of the <b>Hotel / s (Premises)</b> in which rooms are being offered  (Enclose broacher, tariff card & Restaurant menu after Technical Bid as <b>Enclosure -A3</b> )	
2	Hotel / s on Lease or owned (Give Details) (Enclose self attested documents i.e. owner ship or lease deed documents after Technical Bid as <b>Enclosure -B</b> ) *Minimum residual period of lease must be 10 years*	
3	Name/s, Mobile nos. & address of the proprietor/Partners / Bidder owning / having lease of the Hotel / s	
4	Owners / Lessees are proprietor / partnership Bidder / LLP / Limited co. of the premises offered  (Enclose self attested documents after Technical Bid as <b>Enclosure -C</b> )	

5	License No. and / or Registration details with Govt. / Local Bodies to do Hotel / Business in the Premises (Enclose self-attested documents after Technical Bid as <b>Enclosure -D</b> )	
---	---	--

6	Name, Designation, Mobile No. and <b>email id</b> of the person authorized to sign (authorized Signatory), communicate with & submit this tender. <b>Please note that all the communication shall be done on this email id only.</b>  (Enclose authorization document after Technical Bid as <b>Enclosure -E</b> )	
7	Distance of Premises from Parking lot	
8	Total Number of Floors and Rooms (category wise) in hotel /s and their tariff (without GST) being charged from customers	
8a	Total Number of Rooms & their Room number being offered to Bank (Please also mention Total carpet area of Room including toilet etc)  Enclose site plan of premises, Plans showing dimensions of rooms & toilets.  Enclose latest (not older than 03 months) external & internal photographs of the premises (Hotel / s) and of offered Rooms duly kept in album flaps  (Enclose above said plans & photographs after Technical Bid as <b>Enclosure -F</b> )	
9a	Timing of Restaurant	
9b	Seating Capacity	
9c	Room Service (Available / Not Available)	
9d	Room Service timings for tea / coffee etc.	

9e	Food available – Veg, Non-veg, South Indian, North Indian, continental, Chinese etc.	
10	Facilities such as Gym, Spa, Swimming Pools, Indoor games, any other entertainment etc. available in the hotel.	
11	Please mention complementary services i.e. without any charge (such as free pick up & drop to airport / railway station, welcome drink, fruit Basket, water bottles, Newspaper, Washroom / Toilet Kit, bed tea, breakfast, Dinner, Discount on Restaurant, use of gym, use of swimming pool etc) being provided by you to your <b>general customers</b> (Please specify)	
12	Details & List of Complementary Service (other than specified in Annexure-I and in addition of being provided to general customers as per S.No. 9 above), shall be provided by you to the <b>Bank's Occupants</b>	
13	Complementary discount in percentage (%) on Restaurant Menu for SBI Occupants	
14	Details of tie up, if any, you have with Doctors / Hospital to be available on call in case of emergency	
15	Availability of Help Desk within Hotel for booking of Taxi, Tour, Travel, Air Ticket, Railway Reservation etc.	
16	Availability of Lockers for Bank's Occupants	
17	Any other details, information, facility etc you would like to share which are not covered in Technical Bid Documents	

(Please note that discounts, complementary services etc offered by you shall be considered for marking under S.No. 12 of Annexure – II)

**Declaration & Undertaking by the Bidder:** We have read and understood all parts 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)**

**(Seal of Bidder registered as Hotel)**

**Name:**.....

**Name of Hotel.** .....

**Date:** .....

**Place:** .....

**(TECHNICAL BID)**  
**ANNEXURE – I**  
**(Hiring of Premises on lease for SBI Holiday Home at Velankanni)**  
**LIST OF MINIMUM INFRASTRUCTURES, AMENITIES ETC REQUIRED**

**(Kindly note that the list below is not exhaustive)**

<b>Sr No.</b>	<b>Infrastructure / Services / Amenities / Fixtures / Consumables / Facilities etc available, to be provided and maintained by the Bidder / Landlord (Within the rate / rent accepted by the Bank)</b>
1	Airconditioned rooms (4 nos.)
2	No. of Car Parking within Premises (100% of numbers of rooms)
3	Bank's back-lit Signboard at the Entrance & visible Location as per Bank's requirement
4	Emblem on Room doors as per Bank's requirement.
5	Regular Maintenance/ cleaning / Upkeeping of Rooms & Washrooms – Daily and as often required
<b>6</b>	<b>Amenities etc. in the Rooms (must have attached washroom must)</b>
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 8" 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 wooded 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 32 inches in Standard Room)
o	Cable/ DTH connection
p	Hi speed Wi-fi
q	SS Electric Kettle (Separate base) - 1 litre minimum
r	Minimum 1 litre Steel water jug with lid, Plastic / Melamine tray, 4 nos. glass tumblers with costars, 2 nos. china clay tea cups with saucers and 2 SS tea spoons, 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 tray), Supply of Portable RO Water in room as demanded
t	SS wastepaper / dust / garbage bin with lid and disposable bag inside
u	Intercom facility
<b>7.</b>	<b>Amenities in each Washrooms attached to Rooms</b>
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 CP mixer or separate CP pillar cocks with looking mirror & shelf / soap dish with soap or soap dispenser with liquid soap, CP Towel Ring
d	CP wall mixer faucet with shower
e	Cloth drying line, CP Towel rail, 4 nos. CP 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 / halt as decided by the Bank.
<b>8.</b>	<b>Other General Services / Facilities / Amenities etc.</b>
a	24 hours water supply in washrooms
b	24 hours full load electricity supply (including power back-up generators) in rooms

c	Restaurant facility (Breakfast, Lunch, Dinner) within Hotel premises <b>(on payment basis by the occupants)</b>
d	Laundry Service <b>(on payment basis by the occupants)</b>
e	Cloak Room facility upto 24 Hours after check-out
f	Regular pest / insects' control to keep rooms insect, flies, mosquito, rodent, termite free without leaving bad odour.
g	Lift Facility, in case rooms are on upper floors. Lift should be in good condition and under maintenance through AMC. The AMC service charges should be paid by owners.
h	Occupants shall be entitled to enjoy all the free services, any facility available to other guests of the Hotel, free of cost.
<b>09.</b>	<b>Other Minimum Specifications (Airy, natural light &amp; damp free)</b>
a	Double charged 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
d	Adequate numbers of Modular Switches & Sockets at proper location for all the required fixtures and 2 additional sockets for charging mobile, laptop etc
<b>10.</b>	Mechanical shoe shiner at any convenient general place.
<b>11.</b>	Tenderer/bidder should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of roof top antenna/outdoor units of air conditioners/ display of signboards etc

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

**(TECHNICAL BID)**

**ANNEXURE – II**

**(Hiring of Premises on lease for SBI Holiday Home at Velankanni)**

Parameters based on which technical score will be assigned by SBI

**(NOT TO BE FILLED BY THE BIDDER)**

**TECHNICAL EVALUTION**

**TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS**

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

<b>Sr No.</b>	<b>Parameter</b>	<b>Maximum Marks</b>
1	Distance (Vehicular) from desired location From Bus stand	5
	I) upto 2 Kms (5 marks)	
	II) more than 2 Kms but upto 3 Kms (3 marks)	
	III) more than 3 Kms but upto 5 Kms (2 marks)	
2	Proximity to prominent tourist spots viz., Religious places and market place (i) Within 1Km – 5 marks (ii) more than 1km and upto 2 km – 3 marks (iii) more than 2 Km to upto 5km – 2 marks	5
3	Accessibility shall include ease of approaching the premises from main road with adequate car parking etc	5
4	Exterior of the Building including quality of construction (0 to 5)	5
5	Interiors of Premises in General (e.g.Lobby, Corridors, Interior decoration) including quality of construction (Marks 0 to 5)	5
6	Open Space, Greenery, Landscaping etc. of the Premises (0 to 5)	5
7	Facilities available including their quality in the premises (Gym, Swimming Pool, Travel Desk, Doctor on call, Spa, Indoor games, any other entertainment facility etc) (Marks 0 to 10)	10
8	Room Size & Toilet Size, Layout in the Rooms (i) Room size – min 200 sft (including bath cum toilet) = 7 marks (ii) Layout of room – 3 marks	10
9	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
10	Offered Rooms in continuity or not, on one floor or not, there location of floor, Balcony, view from the room	10

11	Natural light and ventilation of Building (i) Adequate – 5 marks (ii) Inadequate – 0 marks	5
12	Age of the Building (i) 0-2 years = 10 marks (ii) 2-5 years = 5 marks (iii) 5-10 years = 3 marks	10
13	Provision of passenger lift	5
14	Overall suitability in view of the Premises Selection Committee	10
	<b>TOTAL</b>	<b>100</b>

**DRAFT LEASE DEED**

**(Hiring of Premises on lease for SBI Holiday Home at Velankanni )**

THIS INDENTURE made on this ..... day of \_\_\_\_\_, 2026

**BETWEEN**

..... at ..... (herein after referred to as Firm/  
Company/Lessors which expression shall unless repugnant to the context of the meaning thereof be deemed to include its executors, administrators, representatives, successors and assign of the First Part through Shri ..... s/o Shri \_\_\_\_\_, who is duly authorized to sign this agreement on behalf of the Company through Board resolution dated.....

**AND**

The State Bank of India, constituted under the State Bank of India Act, 1955, having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai and one of its local head offices at Chennai and an Administrative office in Madurai (hereinafter referred to as 'the Bank/Lessee' which expression shall unless repugnant to the context of the meaning thereof be deemed to include its successors and assigns) of the other Part through Sh. .... S/o ..... (Designation with official address) duly authorised officer to execute this agreement.

**WHEREAS**

- Lessor is engaged in the business of running a Hotel under the name and style of Hotel ..... situated at.....
- The lessors being seized and possessed or otherwise well and sufficiently entitled to the demised premises and entitled to grant a lease of demised premises have agreed to grant a lease of the demised premises.
- The lessor has at the request of the Lessee agreed to reserve/grant to the Lessee a lease of the ..... Standard rooms , more fully described in the Schedule A, fully furnished with attached toilet in the said Hotel for a period w.e.f. .... to ..... at a monthly rent of Rs ..... + GST) if applicable, per month, for the purpose of running its Holiday Home on the terms and conditions contained hereinafter.

**Now the Lease Deed witnessed as under:-**

1. The Lessee/Bank hereby covenant with the Lessor in the manner following:
  - (a) The monthly rent for the said premises shall be Rs .....+ GST (for..... rooms– ,for a period w.e.f. .... to ....., inclusive of all applicable taxes.
  - (b) That the Bank will pay or cause to be paid to the lessors the monthly rent, subject to TDS, applicable from time to time, on or before 7<sup>th</sup> day of every English Calender month for the preceding month. The monthly rent will be paid to the Lessor subject to proper maintenance and upkeep of rooms and provisions of uninterrupted supply of hot and cold water as well as adequate drinking water in rooms and power supply to the occupants.
  - (c) That the Bank shall not make any permanent structural additions or alterations to the demised premises without the consent in writing of the lessors but such consent shall not be

unreasonably withheld in case of alterations as may be necessary or required by the Bank for the purpose of carrying on its Holiday Home.

(d) That the Bank shall not assign or sublet the demised premises or any portion thereof without the previous consent in writing of the lessors but such consent shall not be withheld in the event of the Bank deciding to close the premises before the expiry of lease period provided that the occupation of the demised premises by the Bank's guards or other staff shall not amount to such assignment or sub-letting.

(e) That the Bank will at the expiration or earlier determination of the said term or any extension thereof peaceably and quietly yield and deliver up possession of the demised premises to the lessor in the condition as they now are subject to performance by the lessors of the covenants, hereinafter contained and subject also to changes caused to the demised premises by fair wear and tear and damage by rain, fire, earthquake, riot, civil commotion, cyclone tempest, flood, violence of any army or mob or other irresistible force or act of God but this condition shall not be construed to render the Bank liable to do any repairs of any kind to the demised premises.

(f) That the Bank shall deposit interest free rent equivalent to 3 months rent to the Landlord after 3 months of taking over the virtual possession of the room and such deposit will have to be either adjusted during the last 3 months of the lease period or shall be refunded at the time of the termination or determination of the lease period by the Lessor to the Lessee.

2. The Lessors hereby covenant with the Bank in manner following:

a) The lessors having good right, title and power to grant this lease of the demised premises to the Bank.

b) That the Bank paying the monthly rent hereby reserved and observing and performing the covenants and conditions herein contained and on its part to be observed and performed shall and may peaceably and quietly hold possess and enjoy the demised premises together with the fixtures, fittings and other **appurtenances** during the said term without any interruption or disturbances from or by the lessors or any other persons lawfully claiming any estate right title or interest in or to the demised premises or any other part thereof.

c) That the Lessor shall submit the feedback form as well as the copy of the Complaint register of each month to the Lessee Bank along with the bill / invoice raised for payment of the monthly rent of the rooms specified in the lease deed.

d) That all sort of maintenance of building, its electrical wiring, electrical fittings, fans, AC, Room Heaters, furniture and fixtures, water coolers, geysers etc. motor pump, boring terrace, parking space, generator, supply of drinking water in the rooms, payment of electricity bills etc. shall be done / borne by the Lessors at their own cost with regular maintenance staff.

e) ***The Lessor (s), during the lease or extension thereof shall pay all present and future municipal taxes assessments and / or other outgoing or impositions whatsoever payable by the owner and / or occupier in respect of the demised premises under the law for the time being in force and shall keep the lessee/s indemnified against all claims, demands, action, suits and proceedings in respect of the same.***

f) That the lessors will comply with at their own cost all requirements and regulations of the Municipality and/ or other authority concerning the demised premises and will keep the Bank indemnified against any breach or consequence thereof.

g) When electric wiring/fittings, water pipe-line, handpumps, sanitary fittings, underground sewers are rendered unserviceable, will be replaced by the lessors at their own cost.

h) If the lessors neglects or fail to pay any tax on the demised premises, vide clause (ii) (e) or to carry out any work mentioned in clause II (f) and (g) and above within reasonable time after due notice the Bank shall be at liberty to have the tax paid and the work executed as the case may be and deduct the tax paid and the work executed as the case may be and deduct the tax and / or the cost, even if it exceeds one month rent in a year, from the rent payable to the lessor under these presents and if there is any balance after deduction, to recover such balance from the lessors.

i) If the lessors neglects or fails to comply with the requirements / regulations of the Municipality and or other appropriate authority concerning the demised premises, vide clause II (i) and in consequence thereof if the Bank suffers any loss or damage, the bank shall have the right to deduct such loss or damage from the rent and, if the rent is insufficient, to recover the balance from the lessors.

j) The Bank shall be at liberty to remove at any time all the material employed in the construction of their temporary structures of any kind, furniture, electrical installations / fittings and other fixture which may have been brought in, fixed installed or erected by the bank in the demised premises prior to or during the continuance of the said term.

k) The period of lease shall be for 10 years with an initial period of 5 years w.e.f from ..... to .....plus option of 5 more years with pre-determined increase in the rent at15% to 25% at the time of renewal on the mutually agreed terms and conditions subject to satisfactory services offered by the lessor

3 That the lessor has also agreed to provide the following services to the lessee:

(a) That the lessors will ensure that each room will be furnished with air conditioners, LED TV (with cable DTH facility), double bed, mattresses, bed side table, Easy chairs, wardrobe, telephone/intercom, insulated water jugs / glasses, ceiling fans etc as specified in tender document. Intercom facility shall also be provided by the lessor to the guest.

(b) The Lessor shall also provide / change Bed Sheets / Pillow covers in each room on daily basis and shall also provide one bucket, one mug, wash basin, with fixed mirror, one chowki, 2 towels / 2 hand towels, bath soap, along with all other items on daily basis in each room as specified in tender document .

(c) The Lessor shall also provide complimentary facilities of Wi-Fi, two bed tea etc on daily basis in each room as specified in tender document.

(d) The Lessor shall provide one extra bed or one extra bed mattress shall be provided for additional occupant, if necessary under exceptional circumstances. Usually room will be allotted on 2 adults + 2 kids basis

(e) That cleaning of each room and toilet / bathroom etc shall be got done by the lessors on daily basis.

(f) The lessor will inform the lessee Bank the number of rooms occupied by the guests on daily basis by email to the lessee Bank. The guests will carry the allotment letter/ soft copy in mobile. The room shall be earmarked for the exclusive use of the Bank's staff and shall not be used by the lessor for renting the same to the outsiders at any time if they remain vacant.

(g) That the lessors will make 24 hours water supply in the demised premises and for this purpose provide submersible pump and make provision of drinking water.

(h) The Lessor shall place at a prominent place in each room the brief details of the facilities provided by the occupants and shall also provide a feedback form to each occupant for their comments.

(i) The Bank shall display Bank's signboard / board, hoarding, neon signs in such a manner at such portion of the demised premises whether inside or outside or on the outer wall of the

demised premises which the Bank thinks fit and proper and the Lessor shall not have any objection thereto.

(j) The facilities mentioned in Annexure A shall be made available to the lessee by the Lessor.

(k) The power back-up of adequate capacity to ensure 24 hours power supply will be provided by the Lessors at its own expenses.

(l) The Lessor shall provide sufficient parking space for vehicles of the guests of the Lessee Bank.

(m) The Lessor shall also provide all amenities prescribed by the Bank in the Tender.

4. PROVIDED ALWAYS and it is hereby agreed and declared by and between the parties hereto as follows:

(a) That in case the demised premises or any part thereof shall at any time during the term hereby created be materially damaged destroyed or rendered uninhabitable by fire, earthquake, riot, civil commotion, cyclone, tempest, flood or act of God and be not caused by the acts or neglects or default of the bank so as to render the demised premises or any part thereof substantially unfit for the purpose for which the same are let then it shall be lawful for the bank at its option either to determine the lease or to retain occupations if the rent hereby reserved or a proportion thereof, according to the nature and extent of the damage sustained, shall be suspended from the time of such destructions or damage until the said premises are restored to their former state and condition and rendered fit for occupation and use.

(b) That the Bank shall have the right to terminate this lease for all rooms or any number of rooms(s) by giving three months' notice in writing without assigning any reason at any time during the currency of lease to the lessor and on expiration of the period to be mentioned in such notice this lease shall cease to be operative. In such case no rent or compensation shall be payable by the lessee Bank to the lessor for the unexpired period.

(c) That at the time of termination or early determination of the lease period, the 3 months rent deposited with lessor by the lessee as interest free security deposit shall be either adjusted by the Lessor during the last 3 months of the lease period or shall be refunded at the time of the termination or determination of the lease period by the Lessor to the Lessee.

(d) In the event of termination of this lease deed by the lessee by issuing 3 months' notice as mentioned above or under any other clause, or by the efflux of time, the lessee will be entitled to remove all its belongings from the demise premise peacefully and the lessor will provide necessary assistance to the lessee for removing its articles and belongings without any protest.

(e) That the expenses of stamp duty and registration for the lease deed shall be borne by the Lessee and Lessor on the basis of 50:50 ratio.

(f) That the parties mutually covenant that any variation in terms and conditions of this deed shall be made in writing.

**SCHEDULE OF PROPERTY**

Schedule A

Description of the Hotel and the Rooms

IN WITNESS whereof the parties hereto have executed this lease the date and year first above written.

For .....

For State Bank of India

(Lessor)

(Lessee)

Witness

Witness

ANNEXURE -A

DETAILS OF FURNITURE, FIXTURE, AMENITIES TO BE PROVIDED BY THE LAND LORD (LESSOR) AND TERMS AND CONDITIONS AS PER ACCEPTED TENDER.



**PART B : FINANCIAL BID**  
(ENVELOPE – II)

(TO BE SUBMITTED BY THE BIDDER SEPARATELY UNDER TWO BID SYSTEM)

Name and Address of Hotel:

Nearest Landmark/ Milestone:

S. No.	No of Rooms	Room Rent (Per room per month, all inclusive) plus GST (Rs.)	Total Monthly Rent for 4 Rooms plus GST (Rs.)	Total Room Rent for initial 5 Years plus GST	Incremental Rent (15% to 25%) for the rent for 6 <sup>th</sup> year to 10 <sup>th</sup> year	Total Room Rent from 6 <sup>th</sup> Year to 10 <sup>th</sup> Year	Total Room Rent for 10 years
	(A)	(B)	(C) = (A) X (B)	(D)=(C)X60	(E)	(F)= (D) + (D) X (E)%	(G)=(D)+(F)
(i)	04 (Four) Rooms				-----%		

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

**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. The rate quoted shall be inclusive of all taxes and other expenses except GST.
3. Financial bid is to be opened after scrutiny of Technical bids, inspection of premises and shortlisting of the hotels.
4. L-1 bidder will be decided on the basis of total outgo during the entire term of 10 (5+5) years.

**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 for awarding the contract/order. The formula for working out the combined score will be as under:

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

T(W) stands for weightage for technical score ie.0.7

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

F(w) stands for weightage for financial score ie.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 parameter and the marks received by them and rate quoted by them are as under :

Bidder	Marks obtained in Technical bid	Avg. Monthly price quoted for 10 years (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 the competent authority.

**Note: In respect of grading and score, the decision of selection committee of the Bank will be final and will be binding on the bidders. The same cannot be challenged.**