

NOTICE INVITING TENDER FOR HOLIDAY HOME AT
UJJAIN, TEHSIL AND DISTRICT UJJAIN (M.P.)

Tender in Two Bid System i.e. Technical bid and Financial bid are invited from Agencies/ Hotels/ Resorts having clear and marketable titles over land and built-up property for **-03- fully furnished Double-bed Rooms** for Holiday Home services at **Ujjain, Tehsil and District Ujjain (M.P.)** within a distance of **4-5 K.M. from main railway station, Ujjain** for a period of **-03- Years**, which may be extended further, subject to satisfactory performance on the same terms and conditions.

The tender documents can be downloaded from Tender section of our website www.bankofbaroda.co.in from **22-06-2024 to 15-07-2024 till 03:00 pm.**

Last date & Time for submission of tenders: **15-07-2024 up to 03:00 P.M.**

The technical bids will be opened on **15-07-2024 at 03:30 PM.**

Date & Time for opening of Financial Bids will be intimated separately to all bidders over email who qualify the technical bid.

Any corrigendum/ addendum to this tender will be notified through the aforesaid websites only. Selection of the successful bidder will be at the sole discretion of Bank of Baroda, who reserves the right to accept or reject any or all offers without assigning any reasons thereof.

Preference shall be given to :

- Premises offered by Govt. Units / PSUs with Caretaker/Catering facility
- Premises in vicinity of Tourist attractions of the City
- Premises with In house Catering facility
- Premises with closed parking facility
- Decent arrangement for stay of Driver accompanying the staff

Incomplete or ambiguous offer and tenders in any other form will be out rightly rejected.

Regional Head
Bank of Baroda
Ratlam Region

Schedule of Tender notice:

Date of issue / publishing of tender Document:	22 nd June 2024
Last Date of receiving request for clarifications before the Pre-bid Meeting	05:00 PM on 28 th June 2024
Date and time of Pre - Bid Meeting	03:00 PM on 29 th June 2024
Pre-Bid Meeting details	<ul style="list-style-type: none"> • Pre bid meeting will be held online through Bank's Online Meeting Platform (i.e. Microsoft Teams) • Bidder to submit a maximum of -2- participant's names, contact numbers, designations and e-mail IDs on pe.indore@bankofbaroda.com along with pre-bid clarification in the format (Annexure-VI) • Meeting invite Link will be sent by the Bank to bidder's provided email IDs to join the Online Meeting as per the schedule mentioned above. • Bidder representatives will have to click the Bank provided link (provided in the e-mail)
Last date & Time for receipt of tenders:	15 th July 2024 up to 03:00 P.M.
Date & Time for opening of Technical Bids:	15 th July 2024 at 03:30 P.M.
Date & Time for opening of Financial Bids:	It will be separately intimated to all bidders who qualify the technical bid over email. All the bidders are therefore requested to provide their email address in the Technical Bid
Place of opening of Tender:	Bank of Baroda, Regional Office, Ratlam, Second Floor, Imperial Mall, 80 Ft Road, Near Hanuman Taal, Ratlam- 451001, (M.P.)
Tender coordinator Name, Contact details (Bank)	Mr. Ankit Jain Senior Manager Ph: 0731-2437022 Email: pe.indore@bankofbaroda.com
Bid Validity period:	120 days from the date of opening of financial bid.

TENDER FOR HOLIDAY HOME AT UJJAIN, TEHSIL AND DISTRICT UJJAIN (M.P.)

1. INVITATION TO BID

Sealed tender, under Two Bid system (Technical and Financial) is invited from agencies/ hotels/ resorts for providing Holiday Home at Ujjain , Tehsil & District Ujjain (M.P.) for -03 Double Bed rooms for -03- years w.e.f 01-08-2024 which can be extended further if mutually agreed on the same terms and conditions.

2. PROCEDURE FOR SUBMITTING THE TENDER

- 2.1 Two bid system, i.e. Technical Bid and Financial Bid would be adopted.
- 2.2 The Technical Bid shall consist of information pertaining to the technical qualifications of the bidder.
- 2.3 Technical Bid will be opened first for assessment of technical qualification and competence of the bidder.
- 2.4 Financial Bid shall be opened of only those bidders, who are found successful in the process of technical assessment by this office.
- 2.5 Technical Bid and Financial Bid should be put in two separate envelopes super scribing as "TECHNICAL BID" and "FINANCIAL BID" on each envelope and sealed (not stapled).
- 2.6 Both sealed envelopes, containing technical Bid and Financial Bid must be put in a third envelope and sealed (not stapled). This envelope shall be super scribed as "OFFER FOR HOLIDAY HOME AT UJJAIN, MADHYA PRADESH"
- 2.7 All the three envelopes must bear the name and address of the party and addressed to The Regional Head, Bank of Baroda, Regional Office Ratlam, Second Floor, Imperial Mall, 80 Ft Road, Near Hanuman Taal, Ratlam- 451001 and shall be deposited in the tender box installed in the premises of the addressee or can be sent through post at the following address:

The Regional Head, Bank of Baroda, Regional Office Ratlam, Second Floor, Imperial Mall, 80 Ft Road, Near Hanuman Taal, Ratlam- 451001.

Last date for submission of sealed tender is 15-07-2024 up to 03:00 PM.

- 2.8 Technical bid shall be opened at our office on 15-07-2024 at 03:30 PM or on the next working day at 03:30 PM if it is declared as holiday due to any

circumstances, in the presence of bidders or their authorized representatives who may like to be present.

- 2.9 Date of opening of Financial Bid shall be communicated separately to the qualified bidders over their email.

3. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR ASSESSMENT

- 3.1 Document for authenticating the premises and ownership along with blueprint of the structure/ building.
- 3.2 PAN No. issued by the Income Tax Department for the purpose of TDS.
- 3.3 G.S.T. Registration No. issued by the G.S.T. Department.
- 3.4 Details of other organizations to whom Holiday Home/ Guest house services are/were being provided, in the Performa for providing required information enclosed at Annexure-I.
- 3.5 Performa pertaining to “yes/no” for the required documents at Annexure-II must be completed and submitted.
- 3.6 Performa pertaining to yes/no for the facilities available at Annexure-III must be completed and submitted.
- 3.7 Duly filled and signed declaration as in Annexure-V.
- 3.8 Each and every page of the tender document should be signed and submitted along with other documents.

4. DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID

Performa at Annexure-IV to be completed for submitting the Financial Bid and submitted in a separate sealed envelope.

5. TERMS AND CONDITIONS

- 5.1 The bidder shall provide -03- double bed rooms for Holiday Home for Bank of Baroda at UJJAIN, TEHSIL AND DISTRICT UJJAIN (M.P.) on Monthly Rental basis. The size of each room should not be less than 200 sq. Feet.
- 5.2 The premises should be located at a prime location with easy accessibility and proximity of the major railway station.
- 5.3 Public Transport Service Terminals like Bus Stand, Taxi Stand, Railway Station etc., should be easily accessible.

- 5.4 The ambience and hygiene of the Hotel should be pleasant and should meet the expected standards of the Bank of baroda
- 5.5 The furniture and furnishings provided in the Hotel should be of excellent quality.
- 5.6 The Hotel should provide basic amenities like AC, 24 hours hot and cold water facility, free wi-fi, purified water, housekeeping and room service, comfortable parking space and elevators in case the Holiday Home is situated in the multi-storied building.
- 5.7 The accommodation should normally be provided to accommodate a family upto 4 persons by providing additional beds (if necessary)
- 5.8 Each bedroom shall be provided with cupboard (with Min 6 hangers).
- 5.9 Each bedroom shall be provided with proper amenities like sofa and other furnishing, teapot, dressing table with stool, dustbin etc.
- 5.10 Each bedroom shall be provided with TV (LCD/LED Min- 32 inch) with remote and dish connection and internet/ Wi-Fi connection.
- 5.11 There shall be provision for additional rooms/extra bed.
- 5.12 Each bedroom shall have one exclusive bathroom.
- 5.13 Each bathroom shall have a toilet.
- 5.14 Each bathroom shall have geyser (ISI Mark), buckets, mugs, floor mats, dustbin, soap, hand wash, shampoo, 2 towels etc.
- 5.15 Water & Electricity shall be supplied 24 hours throughout the year.
- 5.16 There shall be a caretaker/Staff who would also maintain the register for recording the stay of Bank of Baroda officials and their families/ guests in the allotted rooms.
- 5.17 The cost of the caretaker/staff would not be borne by Bank of Baroda.
- 5.18 Necessary arrangements for locking and opening of the rooms shall be made.
- 5.19 Arrangements are to be made to get the room cleaned every day.

- 5.20 The linen of beddings is to be changed every day when the room is occupied.
- 5.21 The rooms allotted to Bank of Baroda shall not be sublet or part with possession of the said premises or any part thereof without first obtaining the written consent of Bank.
- 5.22 Curtains are to be cleaned periodically.
- 5.23 The rooms allotted to Bank shall normally be kept locked and shall not be normally allotted to use by anyone except Bank employees/ guests who have been officially allotted the rooms for stay. For this purpose, Bank officials/ guests would carry an official letter. If the rooms earmarked for Bank are allotted to any other guest, Bank officials shall be provided similar or better rooms as substitute.
- 5.24 Income Tax/TDS, as per rules, shall be deducted from the bills of the successful bidder.
- 5.25 In the event of dispute, the decision of the Regional Head, Bank of Baroda Regional Office, Ratlam shall be final and binding.
- 5.26 The Courts at Ratlam alone shall have the jurisdiction in any matter arising out of/relating to or touching this agreement.
- 5.27 The Bank reserve the right to accept or reject summarily any or all tender in whole or in part without assigning any reason whatsoever.
- 5.28 Incomplete tenders will not be accepted.
- 5.29 The agreement shall be entered into for a period of three years initially, which may be extended, if services are found satisfactory and on mutual consent.
- 5.30 The successful bidder will have the right to terminate the contract by giving six months' notice. Bank have the right to terminate the contract by giving three months' notice.

ANNEXURE-I

Technical Bid

Details of other parties to whom Guest house/ Holiday Home services are/were being provided.

Sl. No.	Name and address of the Organization	Period of Contract	Whether Govt./ Semi Government/ MNC

Note-1. Supporting documents must be enclosed.

2: If Guest house services are not being provided to any one please write "NIL" on the above table.

Signature of bidder:

Name:

Designation:

Seal

ANNEXURE-II
Technical Bid
1. Basic information

1.1 Name of the Owner and Hotel/ Premises	
1.2 Telephone No. / Mobile No.	
1.3 Email Id	
1.4 Complete Address of Hotel/Premises offered	
1.5 Landmark/location of premises/hotel	

2. Performa of compliance to the requirements of tender

S. No.	Description of requirement	Yes/No	Page No.
2.1	Document for authenticating the premises and ownership/ lease		
2.2	Whether the said property has Municipal approval for commercial use (attach copy		
2.3	Details of PAN No. proof enclosed		
2.4	Registration certificate of Service Tax/GST enclosed		
2.5	Registration certificate of Service Tax/GST enclosed		
2.6	Performa containing details of other parties to whom Guest house services are/were being provided filled and all supporting documents enclosed vide Annexure-I		
2.7	Description of Guest house as per Annexure-III		
2.8	Financial Bid Performa as per Annexure-IV completed and sealed in a separate envelope – enclosed		
2.9	List of arbitration cases, if any – enclosed		

3. Discount offered:

- 3.1 Discount offered on prevailing menu rates of hotel for food and beverage to all Bank of Baroda Guests (Please specify in percentage):
- 3.2 Discount offered on normal tariff for additional rooms taken by the Bank of Baroda visitor/ guest if required and if available. (Please specify in percentage):

Signature of bidder:

Name: :

Designation:

Seal:

ANNEXURE-III
TECHNICAL BID
Indicative list of Furniture, fixtures and facilities in each room

S. No.	Description of facilities at Holiday Home at UJJAIN, MADHYA PRADESH	Yes/No
1	Providing -03- Double Bed Rooms (please mention Room No size and size of room-)(Not less than 200 Sq Feet)	
2	Bed Room with sofas and other furnishings	
3	Bedroom with cots and mattresses	
4	Each bedroom shall be provided with cupboard with at least six hangers	
5	Each bedroom shall be provided with electric tea kettle	
6	Each bedroom shall be provided with TV(LCD/LED min-32 inch) with remote and cable/dish connection	
7	Each bedroom shall be provided with Air Conditioner (Minimum 1.5 Ton & 3 Star rating) and fans	
8	Provision for additional room/ extra bed	
9	Two Blankets/ Quilts for Each Bed Room	
10	Exclusive bath cum toilet for each bedroom	
11	Bathroom have provision for geyser (ISI Mark), buckets, mug, foot mat, dustbin, bath stool	
12	24 hours water and Electric supply throughout the year	
13	Caretaker availability	
14	Telephone/Intercom facility for room service with connection to reception desk	
15	Clean Bath towels as per requirement	
16	Toilet soap, Hand wash, Shampoo, Dental Kit	
17	Internet/ Wi-Fi connection facility	
18	Prompt Room Service	
19	Availability of sufficient parking facility	
20	Complimentary bed-tea/ coffee	
21	Complimentary use of swimming pool, gym, library etc	
22	Study table, table lamp and chair	
23	Small refrigerator	
24	Dressing table with mirror	
25	Complimentary or paid use of laundry services (please specify)	
26	Driver Dormitory	

This list is only indicative and not exhaustive. All normal amenities which are provided for decent service shall be provided by the bidder

Signature of bidder:

Name:

Signature:

Seal:

ANNEXURE-IV

FINANCIAL BID

Description	Amount (Rs. Without GST)	Amount (Rs. With GST)
Monthly rent of Hotel/Guest house for -03- Double Bed Rooms with all facilities mentioned in technical bid (Including electricity, water and caretaker charges, other applicable charges including all applicable taxes and duties)		

(Amount in words Rupees) (including GST)

We agree to abide by the terms and conditions as stipulated in the Tender document.

Note: Amount (Rs. with GST) quoted above will be considered for the finalization of (Lowest) L-1 bidder.

Signature of the bidder:

Name:

Designation:

Seal:

ANNEXURE-V

DECLARATION

1. I, _____ Son/Daughter of Shri _____
Proprietor/ Partner/ Director/ Authorized Signatory of _____
_____ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my quotation at any stage besides liabilities towards prosecution under appropriate law.
4. The company/Hotel/ Firm has never been blacklisted from any Govt. establishment.

Signature:

Name:

Designation:

Seal:

Place:

Date:

Annexure VI-Pre-Bid Queries Form

(Please note that all pre-bid queried need to be send by email in excel format only)

[Please provide your comments in this section. You are requested to categorize your comments under appropriate headings such as those pertaining to the Scope of work, Approach, Work plan, Personnel schedule, Curriculum Vitae, Experience in related projects etc. You are also requested to provide a reference of the page number, state the clarification point and the comment/ suggestion that you want to propose as shown below.]

Name of the Bidder:

Contact Person Name:

Tel No :

e-mail ID:

S. No.	Page #	Point / Section #	Clarification point as stated in the tender document	Comment/ Suggestion
1				
2				
3				
4				
5				
6				
7				
8				
9				

Authorized Signatory

Name:

Designation:

Bidder's Corporate Name

Address

Email and Phone #

Date:

Bidder/Entities Exposure with BOB

Sr. No.	Particulars	Confirmation	Details
1	Whether the Bidder has been Funded by Bank of Baroda	Yes/No	
	If Yes, Funding details and details of sacrifice for the Bank's Side, if any	1. Name of Branch	
		2. Name of the account.	
		3. Total Exposure from BoB.	
		4. Amount of sacrifice (if any) from the side of Bank of Baroda	

We confirm that, above information is True and Correct to the best of our knowledge.

Signature of Bidder

Date: