

BARODA RAJASTHAN KSHETRIYA GRAMIN BANK

(Head Office-Ajmer)

TENDER DOCUMENT

for

Bank Guest House

at

AJMER

DETAILS OF TENDER

Details of Tender	Guest House
Firm calling Tender Form Of Contract	Baroda Rajasthan Kshetriya Gramin Bank Guest House.
Last date and time of receiving of sealed envelope of Tender	Up to 30.08.2017 – 14.00 Hrs
Place to receive and opening of Tender	BARODA RAJASTHAN KSHETRIYA GRAMIN BANK, Head Office, Plot No 2343, IInd Floor, Anasagar Circular Road, Vaishali Nagar, Ajmer-305004
Date and time of opening of Tender	30.08.2017 at 16.00 Hrs
Designation of official presiding Tender opening	GENERAL MANAGER

NOTICE TO CONTRACTORS

To,

Tender for Bank Guest House – 5 AC Rooms on rent in a Hotel at AJMER

Dear Sir,

Baroda Rajasthan Kshetriya Gramin Bank, Head Office, AJMER invites sealed envelopes of tenders for **Bank Guest House – 5 AC Rooms on rent in a Hotel at AJMER** from established/approved Hotel owners / Authorized person, under following terms-

- The Hotel Location should be in AJMER municipal area in 3 KM. radius from Roadways Bus Stand or Railway Station or Bank's Head Office at AJMER.
- The Hotel unit is approved /Valid license taken from appropriate authority.
- The Hotel should have all essential amenities as available in modern day hotels.
- The Hotel should have efficient management with Caretaker, Room Service, Silent DG set for 24 Hour Power back-up, Security and Lift facility.
- The Hotel accommodation / Amenities required are : 5 AC Fully furnished double bedded Rooms, Table with 2 chairs, LCD color TV with DTH channels, Ceiling fan, Towel, Bucket, Mug, Hand wash soap, Hot and Cold water, Clean Bed sheet with pillow, Blanket, Pelmet, INTERCOM facility, Daily Newspaper, Daily one cup morning Tea per person and other daily use items.
- Period of lease deed agreement- **Three year, Subject to every year renewal after review.**
- Documents should be attached with Tender as per annexure Z enclosed herewith.

Conditions-

1. Baroda Rajasthan Kshetriya Gramin Bank, Head Office, Ajmer (herein after called as BRKGB) takes the pleasure in inviting you to tender for the above requirement. Sealed tenders should be addressed to the **General Manager** and super-scribed “for Bank Guest House – 5 AC Rooms on rent in a Hotel at AJMER” and **as to reach us on or before 14.00 hours on- 30-08-2017** at the **OFFICE OF THE GENERAL MANAGER , BARODA RAJASTHAN KSHETRIYA GRAMIN BANK, Head Office, II floor, Plot No. 2343, Vaishali Nagar Ajmer ,**
2. The tenderer shall not make any correction/alteration on these documents.
3. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information's which may be necessary for the purpose of filling this tender..
4. Each of the tender document is required to be signed by the person or persons submitting the tender in token of his having acquainted himself with all the conditions/ specifications as may be laid down. Any tender with any such document / paper not signed or with details marked as applied for shall be out rightly rejected. It will be obligatory on the part of tenderers to sign on all the pages of the tender. Conditional tenders shall be rejected. If any of the documents are missing or unsigned the tender shall be considered as invalid also rates not filled up in any item or marked as actual plus percentages shall make the tender as invalid and shall be rejected.
5. Within three working days of the receipt of intimation from BRGKB of the acceptance of his/their tender, the successful tenderer shall be bound to implement by signing an agreement.
6. BRGKB is not bound to accept the lowest or any tender and reserves the right to accept or reject any or all tenders either in whole or in part, without assigning any reason for the same. Conditional tenders are not acceptable and shall be summarily rejected.

7. The contractor shall conform to the provision of all local byelaws and acts relating to the purpose and to the regulations etc. of the Government and local authorities.

8. For any further drawings/ details/ clarifications, the Bank may be approached.

9. Bank reserves the right to cancel all or any of the tenders and change / drop/ reduce before placing of the order or even during execution. The decision of the GENERAL MANAGER in all matters pertaining to the purpose execution shall be final and binding.

Eligible Hotel owners may apply, submitting their quotations in two BID System i.e. Technical Bid as well as Financial Bid. Technical Bid should contain all information as per Annexure 'Y' with documents attach as per annexure 'Z'. Financial Bid should clearly indicate the Monthly/Yearly Rent amount in the Financial Bid Form.

The Technical Bid as well as Financial Bid should be sealed in two different envelopes super scribed Technical Bid as well as Financial Bid on respective envelope. Financial bid of vendor will be opened if Vendor fulfill all the Criteria in Technical Bid.

Thereafter both the sealed envelopes should be kept in one big envelope and then in the form of a hard copy should be addressed to and be sent to The OFFICE OF THE GENERAL MANAGER , BARODA RAJASTHAN KSHETRIYA GRAMIN BANK, Head Office II floor , Plot No. 2343 ,Vaishali Nagar, Ajmer, at the above mentioned address, super scribed - "QUOTATION Bank's Guest House – 5 AC Rooms on rent in a Hotel at AJMER", TO BE OPENED IN THE PRESENCE OF AUTHORISED OFFICIALS as per Tender schedule.

(Signature & Seal of the Tenderer)

TENDER FORM

From

To

The General Manager
Baroda Rajasthan Kshetriya Gramin Bank
Head Office, Ajmer

Dear Sir,

Sub: **Proposal for Guest House**

- 1- Name of Hotel
- Hotel operating Since
- Address
- Phone No
- Email ID
- PAN No -.....
- GST Registration Number
- Name of owner/Authorized person

- 1- We are ready to provide 5 ACs rooms as per Tender conditions.
- 2- We have **accepted** all the Terms and conditions mentioned in Tender.
- 3- The required documents are enclosed.

Place:

Yours faithfully,

Date:

(signature & seal of the Tenderer)

Witness: (Name & Address)

(Signature)

1.

2.

Enclosures

- 1- Copy of Registration No/NOC/License /certificate
- 2- Copy of GST No
- 3- Copy of PAN Number
- 4- Hotel Photographs interior and outside
- 5- Copy of Ownership / Authority letter
- 6- Technical Bid form –Annexure Y

Annexure – Y Technical Bid- Form

Name of Hotel – Complete Address -		
S.No.	Terms / Requirements	Availability / Amenities provided by Hotel (Please indicate Yes or No)
1	The Hotel Location in AJMER municipal area	
	The Hotel distance within 3 KM. from <ul style="list-style-type: none"> • Roadways Bus Stand OR • Railway Station OR • Bank's Head Office Vaishali nagar Ajmer 	
2	The Hotel unit is approved /Valid license taken from appropriate authority	
3	The Hotel have all essential amenities as available in modern day hotels.	
4	The Hotel have efficient management with Caretaker, Room Service, Silent DG set for 24 Hour Power back-up, Security and Lift facility.	
5	The Hotel accommodation / Amenities Available : (i) 5 AC Fully furnished double bedded Rooms, (ii) Table with 2 chairs, Ceiling fan (iii) LCD color TV with DTH channels, (iv) Towel, Bucket, Mug, Hand wash soap, Hot and Cold water, (v) Clean Bed sheet with pillow, Blanket, Pelmet, (vi) INTERCOM facility, (vii) Daily Newspaper, (viii) Daily one cup morning Tea per person (ix) Other daily use items.	
6	Acceptance of lease deed agreement- Minimum One year	
7	Parking Facility	
8	Documents attached as per annexure Z . 1. Copy of Registration / License No./NOC/Certificate from appropriate authority 2. Copy of GST No. 3. Copy of PAN No. of Partners / Firm. 4. Hotel Photographs – Interior and outside 5. Copy of Ownership / Authority letter	
9	Any other Amenities/Facilities available at Hotel	

Place:
Date:

Yours faithfully,
(signature & seal of the Tenderer)

((Signature))

Annexure - Z

(A) The following documents & information should be attached with Technical Bid form and signed by Tenderer

Documents:

1. Copy of Registration / License No./NOC/Certificate from appropriate authority
2. Copy of GST No.
3. Copy of PAN No. of Partners / Firm.
4. Hotel Photographs – Interior and outside
5. Copy of Ownership / Authority letter

FINANCIAL BID - FORM

From

To

The General Manager
Baroda Rajasthan Kshetriya Gramin Bank
Head Office, Ajmer

Dear Sir,

Sub: **Financial Bid for Guest House Proposal**

1.Name of Hotel

Address
Phone No
Email ID

2.Monthly Rent Rupees.-----
Yearly Rent Rupees. -----

3. GST -

4.Other Taxes/Charges if any please specify -

5.Bill issued on first Day of every month -

6.TDS as per Norms -

7.Lease expenses borne by Hotel owner and bank - 50:50

8.Period of Lease deed agreement -

Place:

Date:

Yours faithfully,
(signature & seal of the Tenderer)

(Signature)