

Union Bank of India
Regional Office- Mysuru
2254, Kousalya, 3rd Floor, Vinobha Road, Mysuru- 570005

**REQUEST FOR PROPOSAL (RFP)
FOR**

**SEEKING HOTELS / COMMERCIAL VILLAS/ RESORTS / COTTAGES WHICH ARE IN
READY TO OCCUPY CONDITION TO HIRE ON LEASE BASIS, FOR USE AS HOLIDAY
HOMES IN MYSURU UNDER JURISDICTION OF UNION BANK OF INDIA, REGIONAL OFFICE, MYSURU**

RFP NO. RO/SSD/RFP/01/2024-25 DATED 02/05/2024

BID DETAILS

Tender Start Date:	03/05/2024 from 10.00 AM onwards
Last date and time for receipt of Bidding Document:	23/05/2024 upto 15:00 hrs
Technical Bid Opening date/time:	24/05/2024 at 16:00 hrs
Place of Tender Opening :	Union Bank of India Regional Office- Mysuru 2254, Kousalya, 3 rd Floor, Vinobha Road, Mysuru- 570005
Address for communication	The Regional Head Union Bank of India Regional Office- Mysuru 2254, Kousalya, 3 rd Floor, Vinobha Road, Mysuru- 570005 Email: pnd.romysuru@unionbankofindia.bank

This RFP Document contains 14 pages including this cover page.

REQUEST FOR PROPOSAL (RFP)

Union Bank of India intends to hire on lease basis, Hotels / Commercial Villas/ Resorts / Cottages which are in ready to occupy condition for use as Holiday Homes in Mysuru from Individuals / Firms / Companies/ Trusts under Two Bid system as per details given below:

Number of Rooms Required	Location	Remarks
3 rooms with two beds / Double bed. The rooms should be Fully furnished and should have facilities like attached bath/toilet with water facility, Intercom, LED TV with DTH connection, packaged drinking mineral water bottles (of 1 Litre) 2 Nos per day, Kettle with Tea/Coffee/ sugar sachet (2 sachets each per day), Bath Towels and Hand Towels (2 nos per day), Intercom, High speed Wi-fi, free breakfast etc. (Refer Annexure-II for Check-list of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.)	The Holiday home should be located preferably in 1 -2 KM vicinity from Bus Stand/ Railway Station of Mysuru	The rooms will be available exclusively for Union Bank of India guest at any time. Two children below the age of 12 years should be allowed to stay in the rooms without any extra charges. Also, in case of necessity one additional bed should be provided, without any extra charge to the visitor.
There should be 24Hrs water supply & electricity back-up. Rooms should have regular Housekeeping facility. Rooms should be maintained properly and should be painted every year. Availability of adequate car/ vehicle parking for visitor.		In-house restaurant/ catering facility on payment basis (by the occupant) shall be given preference.

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 and Govt. Website i.e e-procure site from 03-05-2024.

The offers in a sealed cover complete in all respects should be submitted on or before 23.05.2024 upto 03:00 hrs. during working hours at the following address-

The Regional Head

Union Bank of India
 Regional Office- Mysuru
 2254, Kousalya, 3rd Floor,
 Vinobha Road, Mysuru- 570005

Email: pnd.romysuru@unionbankofindia.bank

The Bank reserves the right to accept or to reject any offer without assigning any reasons whatsoever. No correspondence in this regard will be entertained.

No brokers or intermediaries are allowed.

Deputy Regional Head

TERMS AND CONDITIONS

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure-I) and the “Price Bid”. Duly signed and completed “Technical” and “Price Bid” are required to be submitted separately for each proposal (Photocopies may be used in case of multiple offers). The “Technical Bid” and “Price Bid” should be enclosed in separate 3rd sealed envelopes duly super scribed on top of the envelope as “Technical Bid” or “Price Bid” as the case may be and these envelopes are placed in a single cover super scribing “Tender for Hiring/ Leasing of Air Conditioned Hotel Rooms/ Commercial Villas/ Resorts/ Cottages at **MYSURU** for **UNION BANK OF INDIA** to use as Holiday Home” and should be submitted at the Office of the Regional Head, Union Bank of India, Regional Office Mysuru , 2254, Kousalya, 3rd Floor, Vinobha Road, Mysuru- 570005 on or before 23.05.2024 by 3.00 p.m.

Important points of Parameters -

1	Name of Work	Tender for Hiring / Leasing of Hotel Rooms/ Commercial Villas/ Resorts/ Cottages for use as Holiday Homes in Mysuru for Union Bank of India on lease basis. Area of the premises should be adequate to accommodate 3 families at a time with necessary entertainment/recreation facilities and guest lounge.
2	Parking Space	Availability of adequate parking for visitors.
3	Amenities	The rooms should be Airconditioned, 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 1 Litre) 2 Nos per day, Kettle with Tea/ Coffee/ sugar sachet (sachets each per day), Bath Towels & Hand Towels (nos per day), Intercom, High Speed Wi-Fi etc. (Refer Annexure-II for checklist of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.)

4	Possession	Ready possession / occupation/ expected to be ready to use within 10 (Ten) Days from the last date of submission of bid proposal.
5	Premises under construction	Will not be considered and summarily rejected.
6	Location	Should be located preferably in 1 -2 KM vicinity of Mysuru.
7	Preference	All the rooms should be well furnished and located in a single building of Hotel/ Commercial Villas/ Resorts/ Cottages. Offer from Govt./Semi Govt. Departments / PSU's/ Trust. Ready to occupy premises. Availability of safe and secured adequate parking space for visitors.
8	Unfurnished premises	Will not be considered.
9	Initial period of lease	3 years (minimum) with one or two options of 3 years on mutually agreed terms
10	Selection procedure	The technical bid will be opened on 24.05.2024 at 4:00 p.m in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the shortlisted premises offered by them, assessment of the offers, the 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.
11	Validity of offer	6 months from the last date of submission of the offer
12	Stamp duty / registration charges	To be shared in the ratio of 50:50.
13	Documents to be enclosed with the offers	Room size with Drawings & dimensions, Room Numbers offered. Photograph of rooms and site plan of the hotel showing the main approach road, road on either side if any, width of the road/s and landmarks around the hotel. The bidder must submit copies of valid Trade License, valid Fire License and all other statutory Licenses / permits along with the offer. The successful bidder will be required to produce the originals of these Licenses / permits for verification if required before finalizing the contract

14	Other Amenities	<p>The bidder shall be prepared to rent fully furnished, well Maintained rooms, and the rooms should be equipped with modern facilities along with the following facilities preferably available in the hotel/ commercial villas as mentioned hereunder:</p> <p>24 Hour Room Service. Laundry and Valet Services. Travel & Tour Facility. Car Parking. LED Colour Television with 24hrs Cable connection (All popular National/regional Sports, Entertainment channels). 24 Hours 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 30 days Rooms should be airy with enough sunlight in the daytime, with proper ventilation.</p>
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INSTRUCTION TO TENDERERS

1.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report from the Union Bank of India empanelled advocate at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions of Union 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 UNION BANK OF INDIA. Normally, lease period shall be minimum for 3 years with one or two options of 3 years each in favour of the Bank after the expiry of the initial lease period.

1.2 Tender document received by the Operations Department, Regional Office after due date i.e. 23.05.2024 by 3.00 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 Regional Head
 Union Bank of India
 Regional Office- Mysuru
 2254, Kousalya, 3rd Floor,
 Vinobha Road, Mysuru- 570005
 Email: pnd.romysuru@unionbankofindia.bank

1.4 All columns of the tender documents must duly filled in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any over-writing or cutting is to be duly authenticated by the tenderer. The UNION BANK OF INDIA 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 6 (SIX) 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 24.05.2024 at 04.00 PM in presence of tenderers who choose to be present at the office of Regional Head, Union Bank of India, Regional Office - Regional Office- Mysuru 2254, Kousalya, 3rd Floor, Vinobha Road, Mysuru- 570005. All tenderers are advised in their own interest to be present on that date at the specified time. The shortlisted lessors will be informed by the UNION BANK OF INDIA for arranging site inspection of the offered premises.

1.9 The UNION BANK OF INDIA reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

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 UNION BANK OF INDIA guests. All the guest 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 UNION BANK OF INDIA along with monthly bill for review. UNION BANK OF INDIA 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 black listed by any of the Government /PSU/ Trusts and no case should be pending or filed or pending in any courts for any illegal activities.

1.14 The Hotel Rooms/ Commercial Villas/ Resorts/ Cottages 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 UNION BANK OF INDIA.

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

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

1.17 Lease period: Minimum period of lease will be Three (3) years and subject to further renewal.

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 UNION BANK OF INDIA's guests.

1.20 Parking: The Hotel shall provide adequate four wheeler/ two wheeler parking for UNION BANK OF INDIA'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 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 in close proximity to the Bus Stand/ Railway station Mysuru.

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. However, the landlord will be required to bill the UNION BANK OF INDIA every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the GST registration number of the landlord as well as of Bank's GST No. i.e. text, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of GST, otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the UNION BANK OF INDIA to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST tax registration number of the landlord.

Place:
Date:

Name & Signature of bidder/lessor(s)
with seal if any

TECHNICAL BID

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

1	Name and Address of the Hotel / Commercial Villa/ Resorts / Cottages	
2	Phone Nos.	
3	Email ID	
4	Contact Person with designation and Mobile No.	
5	Total No. of Floors	
6	Lift with generator facility available	
7	Generator supply given to Rooms	
8	Whether restaurant available. Timing of restaurant, Vegetarian or Non-Veg. Seating capacity of restaurant. Room service available.	
9	Hotel/ Villa distance from Bus stand	
10	License Nos. to run Hotel / Villa Business from Government Authorities (Attach copies/separate sheet)	
11	Total Built-up area and No. of four wheeler parking available for guests.	

12	Total Number of Rooms with category and tariff charged for your customers for each type of rooms. (Attach separate sheet)	
13	Additional facilities such as Restaurants, Gym, Spa, Swimming Pools, indoor games, any other entertainment etc. available in the hotel.	
14	Any discount allowed to UNION BANK OF INDIA guests for the paid services.	
15	Any welcome kit given to guests on arrival. Furnish the items in the welcome kit.	
16	Whether newspaper supplied to rooms.	
17	Details of furniture and appliances provided in the room	
18	Locker facility is available for guests	
19	Cloak room facility available	
20	LED TV with Cable TV connection	
21	Room Nos. offered with Details such as floor No., No. of beds, Carpet area of room, furniture, other appliances etc. available in the room. Attach Photos of rooms offered.	

22	Laundry facility available	
23	Whether emergency medical facility available or tie up available with any hospital nearby.	
24	Total No. of persons available for room service.	
25	Tourist car or van service available	
26	Any other detail(s) other than the aforesaid you would like to add	

Place:

Date:

(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 UNION BANK OF INDIA.

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS

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

Sr No	Parameter	Maximum Marks
1	Distance from desired location. Up to 0.5 Kms (10 marks) More than 0.5 Km and up to 01 KMs (7 marks) More than 01 KMS and up to 02 Kms (5 marks) More than 2 Kms (0 marks)	10
2	Available Views from the Rooms Lake View (0) Mountain View (10) Garden/ Greenery View (7) Market View (0)	10
3	Nearby surroundings, approach road and location i) Good Green locality with wide approach (10 marks) ii) Good Green locality with narrow approach (7 marks) iii) Partly Commercial/ Residential locality with wide approach (5 marks)	10
4	Quality of construction, Ample Room Sizes, adequately ventilated, Ambience & Suitability of premises. i) Excellent (10) ii) Good (7) iii) Satisfactory (5) iv) Unsatisfactory (0)	10
5	Availability of Restaurant/ Catering Facility i) Within the premises (10) ii) Room Facility (7) iii) Not available (0)	10
6	i) Availability of Parking as specified (20) ii) Availability of parking less than as specified (10) iii) No Parking Facility within the premises (0)	20
7	Recommendation/ Opinion of Bank's Premises committee	30
	TOTAL	100

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 LANDLORD)**

Sr No.	Services/ amenities	Remark
1	Bank's Signboard at the Entrance & visible Location	Yes/ No
2	Emblem on Room doors as desired by UNION BANK OF INDIA	Yes/ No
3	Regular Maintenance/ Upkeeping of Rooms	Yes/ No
4	Proper Lighted/ Ventilated Rooms with Good Aesthetics/	Yes/ No
5	Amenities Available in the Rooms	
	a) LED TV	Yes/ No
	b) Cable/ DTH connection	Yes/ No
	c) Hi speed Wi-fi	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
	k) Sitting Chairs	Yes/ No
	l) Writing Table	Yes/ No
	m) Mosquito Repellent	Yes/ No
	n) Water Jug	Yes/ No
	o) 4 nos Glasses	Yes/ No
	p) Tea, Coffee, Sugar & Salt Sachets	Yes/ No
	q) Electric Kettle	Yes/ No
	r) Battery operated Room Fresheners	Yes/ No
	s) Enough LED lighting, Fans & Exhaust	Yes/ No
6	Amenities in Toilet	
	a) Geysers	Yes/ No
	b) Bucket & Mug	Yes/ No
	c) Shower	Yes/ No

	d) Wash Basin with Liquid Soap/ Bar Soap	Yes/ No
	e) Bath & Face Towels	Yes/ No
	f) Naphthalene Balls	Yes/ No
	g) Exhaust Fan	Yes/ No
7	Housekeeping	Yes/ No
8	Power Back-up / Generator	Yes/ No
9	Ample Parking space	Yes/ No
10	Restaurant/Catering Facility in premises/ nearby	Yes/ No

(Kindly note that above list is inclusive but not exhaustive.)

FINANCIAL BID (ENVELOPE - II)

TO BE SUBMITTED BY THE BIDDER
SEPERATELY UNDER TWO BID SYSTEM

Name and Address of Hotel/
Commercial Villa/ Resorts/ Cottages:

Nearest Landmark/ milestone:

Sl. No	Seasonality	Period (From-to Months)	Number of Rooms	Room Rent per room per month (including maintenance, taxes & other charges)	Total Rent for Rooms per month (including maintenance, taxes & other charges)
1	Peak				
2	Off-Peak				

(Please mention separately for peak and off-peak periods and months)

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

Lease Period (Minimum 3 years) :

Optional Lease Period (One 3 Years / Two Three Years):

Percentage of Increase in rent after 3 Years:

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

(Name & Seal of the authorized signatory)