

INSTRUCTION TO TENDERERS

The successful vendor should have clear and absolute title to the premises and furnish legal title report from the INDIAN BANK empanelled advocate at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions of Indian Bank 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 INDIAN BANK. The initial period of lease will be 3 years and will be further renewed for 3 years terms (viz. total lease period 6 years/as found appropriate) with requisite exit clause to facilitate full/part de-hiring of space by the INDIAN BANK during the pendency of the lease after serving notice period of minimum 3 months. After completion of 3 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 3 years.

Tender document received by Zonal Office Tirunelveli after due date i.e. 31.05.2025 by 5:00 PM shall be summarily rejected.

The lessors are requested to submit the tender documents in separate envelopes superscribed 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:

**Zonal Manager
Zonal Office - Tirunelveli
No. 1/17, GRR Building,
New Bus Stand – STC Road,
Perumalpuram,
Tirunelveli – 627007**

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 INDIAN BANK reserves the right to reject the incomplete tenders.

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

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 i.e. 31.05.2025.

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 offerer is required to attach a separate sheet "list of deviations", if any.

Signature of Authorized Signatory

The Technical Bid will be opened on 02.06.2025 at 3.00 PM in presence of tenderers who choose to be present at the Indian Bank Zonal Office Tirunelveli, 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 INDIAN BANK for arranging site inspection of the offered premises.

The INDIAN BANK reserve the right to accept or reject any or all the tenders without assigning any reason therefore.

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

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

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

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.

The HOTEL ROOMS/ COMMERCIAL VILLAS 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 INDIAN BANK.

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

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.

Lease period: Minimum period of lease will be Three (3) years and minimum notice period of Three months from Bank's side for termination of agreement during the pendency of the lease. The lease period will be extendable for mutually agreed period & rent after completion of 3 years.

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.

Signature of Authorized Signatory



Electricity: The building should have sufficient electrical / power load / power backup/ Lifts sanctioned and made available to the INDIAN BANK's guests.

Parking: The Hotel shall provide adequate four wheeler/ two wheeler parking for INDIAN BANK's guests and no charges should be collected for parking.

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.

Preference will be given to the exclusive building/floor in the Hotel building having ample parking space in the compound/basement of the Hotel building. Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units/Trusts as stated earlier.

Preference will be given to the buildings on the main road in close proximity to the requested visit spot.

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 INDIAN BANK 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 **33AAACI1607G2Z5**, 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 INDIAN BANK 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. The Bank possess right to negotiate with the lowest two bidders on account of rent of the Holiday Home.

Place:

Name & Signature of Bidder/Lessor(s) with seal
if any

Date:

Signature of Authorized Signatory