

# **ASSAM TOURISM DEVELOPMENT CORPORATION LTD.**

*(A Govt. of Assam undertaking and ISO 9001:2008 certified organisation)*

**Asom Paryatan Bhawan (4<sup>th</sup> Floor), A. K. Azad Road, Paltanbazar, Guwahati – 8**

website: [assamtourisonline.com](http://assamtourisonline.com), email: [atdcltd@gmail.com](mailto:atdcltd@gmail.com), ph: (0361) 2633654

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No.ATDC.1964/12/

Date: 18/06/2015

## **INVITATION OF EXPRESSION OF INTEREST (EOI) FOR RUNNING OF LUXURY MOBILE CARAVAN ON MANAGEMENT CONTRACT BASIS**

Assam Tourism Development Corporation Limited invites “Expression of Interest” from interested parties / firms / agencies for running of 2 nos. luxury mobile caravans (Assam Caravan) on management contract basis. Both vehicle are modified Force Traveller (Model-Traveller-3700 W/B, 17+D, AC & PS, HB, BS-III), main features of one vehicle is six reclining seats suitable for a group of 6 peoples and another vehicle is sofa cum bed suitable for a small family. Other provisions of both vehicles are *viz.* air condition, LCD TV, DVD, microwave oven, wash basin, mini fridge, bathroom, luggage carrier etc.

Interested parties / firms / agencies should be submitted “Offer Proposal” in sealed enveloped in the office of the Managing Director, Assam Tourism Development Corporation Limited, Asom Paryatan Bhawan, 4th Floor, A.K.Azad Road, Paltan Bazar, Guwahati – 781008 on or before 30/06/2015.

Detailed document may be downloaded from <http://www.assamtourisonline.com/tender.html>

Last date of submission of “Offer Proposal” along with testimonials is 30/06/2015 upto 3:00 pm & the same will be open at 3:30 pm on that day itself.

The Managing Director, ATDC Ltd. reserves the right to accept / reject any or all offers without assigning any reasons thereof.

sd/-

Managing Director

Assam Tourism Development Corporation Limited.

Date:18/06/2015

Memo No. ATDC.1964/12/

Copy to :-

1. The Director of Information and Public Relation, Dispur, Guwahati – 6 with a request to publish to EOI in one local English daily and Assam daily in one issue only in classified category.
2. Office Notice Board.
3. Web.Com, Voltas Building, Chandmari, Guwahati – 3 along with detailed documents for information and necessary arrangement for uploading in the website.

sd/-

Managing Director

Assam Tourism Development Corporation Limited

# ASSAM TOURISM DEVELOPMENT CORPORATION LTD.

(A Govt. of Assam undertaking and ISO 9001:2008 certified organisation)

Asom Paryatan Bhawan (4<sup>th</sup> Floor), A. K. Azad Road, Paltanbazar, Guwahati – 8

website: assamtourisonline.com, email: atdcltd@gmail.com, ph: (0361) 2633654

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No.ATDC.1964/12/Pt-II/

Date:

To,

.....  
.....  
.....

Sub: Invitation of Expression of Interest (EOI) for running of Luxury Mobile Caravan on management contract basis.

Dear Sir,

Assam Tourism Development Corporation Ltd. proposed for maintenance & running of 2 nos. Luxury Mobile Caravans in association with a selected party on management contract basis subject to execution of a Deed of Agreement with detailed terms and conditions. For this purpose, bids are invited from interested parties subject to the following:-

## 1. Technical Bid:-

The Technical Bid should be submitted as per **Annexure II** and should include as following:-

- a. A brief description of the firm/individual with an outline of business interest and other similar activities with which the bidder is associated.
- b. Annual Business Turnover as per certified accounts during last three year including proof of financial soundness to be issued by a bank.
- c. A brief description of the steps / measures to be taken by the bidder for creation of facilities etc. and likely investment to be made by the bidder during the first 45 days for maintenance, operation and up-gradation of the vehicles.
- d. A brief description of the steps / measures to be taken by bidder for management and running of the project.
- e. Any other relevant information / details which the bidder may like to mention.

## 2. Financial Bid:-

The financial proposal should contain the mode of revenue sharing and / or contract money which would be paid by the bidder to Assam Tourism Development Corporation Ltd. to be submitted as per **Annexure III**.

### **3. Opening of Bids:-**

The sealed envelopes containing the Technical Bids will be opened in the office of the Managing Director, ATDC on 30/06/2015 at 3:30 PM. in presence of the parties or their authorized representatives. If for any reason the same cannot be opened on that day, the next date and time on which to be opened will be notified in the TENDER BOX and Notice Board of the Corporation. The Financial Bids will be opened until the technical evaluation has been completed and finalized.

### **4. Evaluation of Bids:-**

The Technical Bids will be evaluated using the following criteria:-

- a. The financial soundness and capacity to invest.
- b. General experience in business particularly in tourism related activity and / or experience in the similar line.
- c. Adequacy and suitability of the individual / firm to run the project and its commercial management.

The above criteria shall be considered as the main basis for selection of the party.

The Financial Bid of the successful technical bidder will be opened and the highest financial bidder may be selected.

The evaluation process will be done a Bid Evaluation Committee to be constituted by the Managing Director of ATDC Ltd.

This Corporation does not bind itself in any way to select the firm / individual offering the highest rates and /or to select any of the firm / individual responding to this invitation of bids and reserves the right for fresh invitation of bids if it is considered necessary in the interest of the Corporation and the project.

### **5. Submission of Bids:-**

The Technical and Financial Bids are to be submitted as per **prescribed Forms enclosed** herewith. The bids for Management Contract should be submitted in two envelopes – one containing the **Technical Bid** and the other containing the **Financial Bid**. The first envelope should be marked **Technical Bid** and the other one should be marked **Financial Bid**. Both the envelopes should be sealed and then inserted in one single cover duly sealed and name of the subject should be clearly written. No financial information should be given in the Technical bids related to the price bid for the project.

### **6. Documents to be enclosed with Technical Bids:-**

- a. Certificates of financial soundness from a bank.
- b. Last two years certified balance sheet of the firm / individual bidder.
- c. Proof of experience in the line.
- d. Authenticated copies of up to date STCC and ITC etc.

## **7. Information:-**

- a. All operational cost for running the vehicles such as fuel cost, electricity / battery charges will be borne by the selected party.
- b. All day to day minor repair and maintenance cost will have to be borne by the party. However, major repair, renewal and replacement cost will be borne by the Corporation.
- c. ATDC Ltd. will not provide any personnel for running the vehicles or will not bear any payment related to wages of personnel.
- d. Insurance cost will have to be borne by the Party and policy will be held in the name of the Corporation.
- e. ATDC Ltd. will provide marketing and advertisement support as may be considered necessary by it.
- f. A security deposit in the form of KVP/NSC/DD etc. (as may be specified by the Corporation) for Rs.2.00 lakh will have to be furnished in the event of selection and before handing over the project.
- g. Booking, itinerary of transportation etc. will be made by the selected party
- h. The periodic inspection will be conducted
- i. A detailed Deed of Agreement will have to be signed in due course.
- j. The validity of the bids will have to be for a minimum period of 6 months from the date of submission.

You are advised to duly sign all the bidding documents vide **Annexure I, II and III**. The bids documents will be treated as confidential but the Corporation will not be bound or liable to return any of the documents submitted by the bidders.

No pre-bid discussion will be held but if you require any additional information you may contact the undersigned or GM, ATDC Ltd. You are also request to contact Officer in-charge, Red River Tours & Travels, ATDC Ltd. for inspection of the project before submission of bids.

Yours faithfully,

Enclosed:-

Annexure I, II & III

Managing Director  
Assam Tourism Development Corporation Ltd.

From:

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.....  
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To,

The Managing Director,  
Assam Tourism Development Corporation Ltd.  
Asom Paryatan Bhawan (4th Floor),  
A. K. Azad Road, Paltanbazar, Guwahati – 8

Sub: Invitation of Expression of Interest (EOI) for running of Luxury Mobile Caravan on management contract basis.

Sir,

I / We .....  
have gone through the contents of your letter No. ATDC/1964/12/..... dated .....  
and have noted the same for compliance. I / we enclosed herewith (a) Technical Bid in Annexure II  
and (b) Financial Bid in Annexure III along with copies of necessary documents for running of  
Luxury Mobile Caravan on management contract basis in terms of yours Invitation of Bids for the  
same for your consideration.

Date:-

Yours faithfully,

Place:-

Signature:- .....

Full Name:- .....

Address:- .....

.....

.....

with Mobile No.:- .....

**Technical Bid**

1. Name of the Bidder: .....
2. Professional / legal status of the Bidder:.....  
(i.e. Proprietary Firm, Partnership Firm, Cooperative Society, Company etc.)
3. Principal Business interest: .....
4. Years of experience in business:.....  
(Technical and managerial experience pertinent to the proposed project)
5. Annual Business Turnover during last 2 (two) years: .....
6. A brief description of the steps / measures to be taken by the bidder for creation of facilities  
(to be given in a separate sheet, if longer): .....
- .....
- .....
- .....
- .....
7. A brief description of the steps / measures to be taken by the bidder for management and  
running the project (to be given in a separate sheet, if longer):.....
- .....
- .....
- .....
- .....
8. Likely investment to be made for the project (Rs. in Lakh)  
(a) From own internal sources:.....  
(b) From borrowed sources: .....
9. The following documents are enclosed:  
(a) Certificate of financial soundness from bank.  
(b) Proof of experience, if any with Registration Certification  
(c) Copies of up to date STCC and ITC.  
(d) Copies of Audited Statements of Accounts for last three years.  
(e) Demand Draft No. (deposited at the time of purchase of bid documents)  
No..... Date ..... Bank.....

**Signature of Bidder**

**Financial Bid**

**ANNEXURE III**

| <b>Particulars</b>  | <b>Per Month (in figure &amp; words)</b> |
|---|--|
| <p>Net amount of monthly rental / contract money to be paid to Assam Tourism Development Corporation Ltd. for running the vehicle.</p>  |  |
| <p><b>Note:</b><br/>* Bidders will quote price bids against both (1) and (2) above.<br/>* All application taxes will be paid extra.</p> |  |

**Signature of Bidder**