

ASSAM TOURISM DEVELOPMENT CORPORATION LTD
ASOM PARYATAN BHAWAN (4th FLOOR), A.K.AZAD ROAD, PALTANBAZAR,
GUWAHATI-781008.

Terms and Conditions regarding Invitation of Bids for Management Contract for (i) Rudrasingh Ethnic Park, and (ii) Rudrasingh Ethnic Village at Sivsagar.

The Assam Tourism Development Corporation Ltd. proposes to assign management contract for running of the newly constructed project (1) Rudrasingh Ethnic Village at Sivsagar near Na-pukhuri in the village Rudrasagar near Sivsagar town. The project consists of (i) Four stilted twin Cottages for accommodation, (ii) Restaurant cum kitchen hall, (iii) Toilet block for gents & ladies, (iv) Open air theatre gallery, (v) Ten numbers of ethnic cottages, and (vi) Deep tube well boring with RCC staging & filtration unit with a total plinth area of 574.71 sq.m. with all modern amenities.

(2) Rudrasingh Ethnic Park at Sivsagar. The park is located adjacent to Joysagar Tank in the district of Sivasagar. There are provision for (i) sitting benches, (ii) flower bed, (iii) four water ponds, (iv) pathway, (v) kiosk with toilet block, (vi) boundary wall, etc in side the park.

Bids are invited from interested firm/individual having experience in running similar projects with sound financial conditions for its management of both the projects for a period of 5 (five) years. The selected party shall be granted authority to manage and run the project against payment of contract money to Assam Tourism Development Corporation Ltd. It should be noted that selection of party would be based strictly on their suitability and adequacy to run the projects as per evaluation of bids.

General Condition:-

The detailed bidding documents may be downloaded from the website:- www.assamtourisonline.com / tenders against payment of application fee for each project of Rs.5000.00 (Rupees five thousand) only (non-refundable) and Bid Security of Rs.25,000.00 (Rupees twenty five thousand) only in the form of IPO/Bank Draft/Cash to be drawn in favour of Assam Tourism Development Corporation Ltd. payable at Guwahati. The Bid Security will be forfeited if the successful bidder fails to accept the offer for running the projects.

The bids for Management Contract for the above mentioned projects should be submitted separately 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. The name of the project should be clearly written on each envelope.

(1) **Technical Proposal:-**

The Technical Bid should include the followings:-

- (a) A brief description of the bidder with an outline of business interest and other similar activities with which the bidder is associated. (not exceeding one page)
- (b) Annual Business Turnover as per certified accounts during last three years including proof of financial soundness.

- (c) A brief description of the steps / measures to be taken by the bidder for management and running the project.
- (d) Facilities etc. to be provided and likely investment to be made by the bidder from his side for arrangement of furniture & fixture, etc. for operation of the project.
- (e) Any other relevant information / details.

(2) Financial Bid

The financial proposal should contain the monthly contract money excluding taxes which would be paid by the bidder to Assam Tourism Development Corporation Ltd. The taxes like VAT, Luxury Tax, Service Tax etc. would have to be borne by the party.

(3) Opening of Bids:-

The tender box with the sealed envelopes containing the Technical Bids for both the projects will be opened in the office of the Managing Director, Assam Tourism Development Corporation Ltd. on 25.10.2013 at 3:30 p.m. in presence of the bidders or their authorized representatives. The Financial Bids will not be opened until the technical evaluation has been completed and finalized.

(4) Evaluation of Bids:-

Technical Bid will carry 50 marks and Financial Bid will carry 50 marks out of total of 100 marks. The Technical Bids will be evaluated using the following criteria:-

- (a) The financial soundness and capacity to invest – 10 marks.
- (b) General experience in business particularly in tourism related activity and / or experience in the similar line like hotel, restaurant, guest house, etc. – 20 marks.
- (c) Adequacy and suitability of the individual / firm to operate the project and its commercial management on day to day basis – 10 marks.
- (d) Rating / Awards for performance of their Hotels / Guest houses, etc – 10 marks.

The above criteria shall be considered as the main basis for selection of the party, and the bidder securing highest marks on evaluation of both Technical and Financial bid will be considered for offering the contract.

The evaluation process will be done by a Bid Evaluation Committee.

ATDC 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.

(5) **Submission of Bids:-**

The Technical and Financial Bids are to be submitted separately for each project as per prescribed proforma enclosed herewith and to be dropped in the Tender Box.

(6) **Documents to be enclosed:-**

- (i) Certificate of financial soundness from a bank.
- (ii) Last three years certificate / Balance Sheet of the firm / individual co-promoter.
- (iii) Proof of experience in the line.
- (iv) Photocopy of PAN and Sale Tax Registration.
- (v) Bid security of Rs.25,000.00 (Rupees twenty five thousand) for each project only by Bank Draft / Bankers cheque drawn in favour of the undersigned and photocopy of Money Receipt against payment of Bid application money (non-refundable) along with Technical Bid.

(7) No pre-bid meeting will be held.

(8) For any clarification, the undersigned or the Sr. Manager / General Manager, ATDC may be contacted. No written clarification will be provided.

(9) Important dates and time:

- | | | |
|--------------------------------|---|-------------------------------------|
| (a) Submission of Bids | : | Within 25.10.2013 (up to 3:00 p.m.) |
| (b) Opening of Technical Bids: | | On 25.10.2013 at 3:30 p.m. |

(10) The project / unit would be offered to the selected bidder for its running on “**as is where is**” condition. The bidders may inspect the project before submission of bids.

Encl: Proforma I,II & III.

Managing Director,
Assam Tourism Dev. Corpn. Ltd.

Form No: I

To

The Managing Director,
Assam Tourism Development Corporation Ltd.,
Asom Paryatan Bhawan, 4th Floor,
Paltanbazar,
Guwahati-781008.

Sub. : Invitation of bids for Management Contract for (i) Rudrasingh Ethnic Park, and (ii) Rudrasingh Ethnic Village at Sivsagar.

Sir,

I / We _____ have gone through the contents of your Bid Documents and noted the same for compliance. I / We enclose herewith (a) Technical Bid and (b) Financial Bid for Management Contract for (i) Rudrasingh Ethnic Park, and (ii) Rudrasingh Ethnic Village at Sivsagar in terms of your Invitation of Bids for the same for your consideration. The following documents are enclosed:-

- (1) Form No: II & III.
- (2) Certificate of financial soundness from bank.
- (3) Proof of experience, if any.
- (4) Photocopy of PAN and Sale Tax Registration.
- (5) Bid security of Rs.25,000.00 (Rupees twenty five thousand) only by Bank Draft / Bankers cheque drawn in favour of the undersigned and photocopy of Money Receipt against payment of Bid application money (non-refundable).

Yours faithfully,

Signature :- _____

Full Name :- _____

Full Postal address

With Tele No:- _____

Technical Bid

**Format for brief description of the firm / individual bidder with
outline of business interest**

1. Name :-

2. Profession :-

3. Years of experience:-
In business.

4. Area of specification:-

(Experience, technical and managerial specification pertinent to the proposed project)

5. Principal Business interest :-

6. Likely investment to be :-
made for the project.

(i) For furniture & fixture :

(ii) For freeze, utensils, ACs:

(iii) For gardening & :
Landscaping etc.

(iv) Others :

7. Name of Banks with branch:-
and address.

(i) Bid Application Money: Rs.5000/-

(ii) Bid Security Rs.25,000/-

8. Brief Account of experience on assignments / projects of similar nature:-

Sl. No.	Name of project	Brief description of activity.

Please attach certificate from the appropriate authority as token of proof.

Signature of Bidder

Financial Bid

	Per Month (in figure & words)
<p>The monthly contract money should be quoted both in figures and words in the manner</p> <p>N.B. Service Tax @12.36% will be payable with monthly rental and all taxes like VAT, Luxury tax will be payable.</p>	

Signature of Bidder