

**ASSAM TOURISM DEVELOPMENT CORPORATION LIMITED**  
**ASOM PARYATAN BHAWAN (4<sup>TH</sup> FLOOR)**  
**A.K.AZAD ROAD, PALTANBAZAR, GUWAHATI -781008**  
**PHONE NO. (0361) 2633654, FAX: (0361) 2738620**  
**An ISO 9001:2008 Certified Organization (Quality Management System)**

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Memo No: ATDC.2254/2014/26/

Dated: 13.08.2014.

**TECHNICAL BID**

**Terms and Conditions regarding Invitation of Bids for Management Contract for running the newly constructed Tourist facilities at Sarthebari.**

Assam Tourism Development Corporation Ltd. invites Bids for Management Contract in two Bids system (Technical & Financial) for running the newly constructed “Tourist facilities at Sarthebari” on contract basis for a period of 3 (three) years. Interested Party / Firm having experience with sound financial condition may download Bid document from ATDC website and submit the Bid to the undersigned manually on 01.09.2014 upto 14.00 hours and same will be opened on the same day at 14.30 hours.

Name of work	Bid Security (Rs. in lakh)	Application cum Processing Fee
1	2	3
Running the newly constructed “Tourist facilities at Sarthebari (Management contract)”.	Rs.1.00 lakh	Rs.3,000.00

The details Terms and conditions / Bidding documents (Technical & Financial) may be downloaded from the ATDC website : [www.assamtourisonline.com/tender.html](http://www.assamtourisonline.com/tender.html).

**Brief Summery of the Project :-**

The Assam Tourism Development Corporation Ltd. proposes to assign management contract for running of the newly constructed Tourist Facilities at Sarthebari, Barpeta. The project consists of (i) 4 guest room attached toilet, (ii) One dinning hall & kitchen, (iii) Lobby, etc in the ground floor with plinth area of about 254.00 Sq. m. and (i) 4 guest house attached toilet, (ii) One suite attached toilet, and (iii) One lobby / lounge in first floor with a total plinth area of 224:00 Sq. m. with all modern amenities and deep tube well boring with RCC staging etc.

Bids are invited from interested firm/individual having experience in running hotel, guest house, lodge, etc with sound financial conditions for its management for a period of 3 (three) 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 a party would be based strictly on their suitability and adequacy to run the project as per evaluation of bids.

**Terms & Condition:-**

1. Download the Bid document up to 28.08.2014.
3. Submission of Bid document (manually) on 01.09.2014 before 14.00 hrs.
4. Opening of Technical Bid on 01.09.2014 after 14.30 hrs.
5. Opening of Financial bid will be intimated to the technically qualified bidder in time.

**6. Bid Validity :** Bids shall remain valid for a period of 180 days from the date of Bid submission.

**7. Bid Security :** The Bidder shall furnish, as part of his Bid, a Bid security in the amount of Rs.1.00 lakh (Rupees one lakh only) in the form of NSC/KVP/FDR pledge in favour of Managing Director, Assam Tourism Development Corporation Ltd. validity with 225 days from the date of Bid submission and furnish the same with Technical Bid (Bid security of unsuccessful Bidder will be released immediately after finalization of contract and the Bid security of the successful Bidder can be converted to Performance Security).

**8. Performance Security :** Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Managing Director, ATDC Ltd., A.K. Azad Road, Paltan Bazar, Guwahati-8 a performance security amounting to Rs. 1.00 lakh (Rupees one lakh only) in the form of NSC/KVP/FDR pledge in favour of Managing Director, Assam Tourism Development Corporation Ltd. validity upto 3 years (Upto contract period) and signed the formal agreement (Bid security of successful Bidder will be released immediately after finalization of contract). Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeit of the Bid security.

**9. Application cum Processing fee :** Rs. 3,000.00 in the form of Demand Draft / Banker Cheque pledge in favour of Managing Director, Assam Tourism Development Corporation Ltd and furnish the same with Technical Bid.

**10. Documents to be enclosed with Technical Bid :** i) Registration Certificate / License /Trade license, ii) Photocopy of PAN Card, iii) Up to date VAT Registration & Clearance Certificate iv) Balance Sheet/Audit Report of last three years (Annual turnover of the respective Bidder must not be less **Rs. 15.00 lakh** in any year from the last three years), v) Bank Solvency Certificate with Cash credit facilities, vi) A brief description of the Bidder with an outline of business interest and other similar activities with which the Bidder is associated, vii) A brief description of the steps / measures to be taken by the Bidder for management and running the project. viii) 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.

### **11. Sealing and Marking of Bids:**

The Bidder shall seal both the bid copies i.e. Technical & Financial in separate envelopes, duly marking the envelopes as “Technical Bid” & “Financial Bid”. These two envelopes (called as inner envelopes) shall then be put inside one outer envelop.

i) **The Contents of Technical Bid** – Application cum processing fee Rs.3,000.00, Bid Security Rs. 1.00 lakh and eligibility criteria (Supporting documents).

ii) **Contents of Financial Bid**-Form of Financial Bid with filled & signed. 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 and Service Tax etc. would have to be borne by the party.

(12) **Submission & Opening of Bid :-**

Sealed Bids must be delivered to the Managing Director, Assam Tourism Development Corporation Ltd., A.K. Azad Road, Paltan Bazar, Guwahati-8, on or before 14.00 hrs. on 01.09.2014 and the Technical Bids will be opened on the same day at 14.30 hrs., in the presence of the bidders or their authorized representatives, who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be receive and opened on the next working date at the same time & venue. The date & time for opening of Financial Bid will be intimated to the technically qualified Bidder in time.

**Evaluation Matrix**

Sl. No.	Particulars	Details	Maximum Mark	Score	Remarks
a)	The financial soundness and capacity to invest as certified by Bankers, Audited Profit & Loss A/C statement and Balance Sheet, Annual Turn Over in last three years, evidence of access to adequate working capital.		25		
	2013-14				
	2012-13				
	2011-12				
b)	Experience in business particularly in tourism related activity and / or experience in the similar line like Hotel, Restaurant, Guest House etc.		25		
c)	Adequacy and suitability of the individual / firm to operate the project and its commercial management on day to day basis.		10		
<b>Total =</b>			<b>60</b>		

The assessment will be done on above basis. Hence, Bidder must submit authenticated information as above.

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 the Bid Evaluation Committee.

(13) **Evaluation Criteria :-**

**1. Technical :**

To become eligible for short listing in the technical bid, bidder must secure at least 40 marks in aggregate. Based on highest score Technical score will be worked out.

**2. Financial :**

Based on highest quote as 40, the financial score in percentage will be worked out.

(14) **Final Evaluation for Selection :**

The Final Evaluation for selection will be based on combine evaluation of Technical & Financial score. Weightage for Technical and Financial score will be 60 : 40.

Managing Director  
Assam Tourism Dev. Corpn. Ltd.

**ANNEXURE -I**

To,

The Managing Director,  
Assam Tourism Development Corporation Ltd.,  
Paltan Bazar, Guwahati-8.

Sub: Invitation of Bids for Management Contract for “Tourist facilities at Sarthebari”.

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 “Tourist facilities at Sarthebari” in terms of your invitation of Bids for the same for your consideration.

**Yours faithfully,**

Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

Full Postal Address  
with Tele No. : \_\_\_\_\_

**Annexure - II**

**Qualification Information of Bidder**

**(To be filled by Bidder)**

1.	Name of the Bidder / Firm	:-	
2.	Constitution of legal status of Bidder	:-	
3.	Place of Registration	:-	
4.	Principal Place of Business	:-	
5.	Power of Attorney of signatory of Bid	:-	
6.	Profession	:-	
7.	Years of experience in business	:-	
8.	Likely investment to be made for the project.		
	(i) for furniture & fixture	:-	Rs. ....
	(ii) For freez, utensils, ACs	:-	Rs. ....
	(iii) For gardening * Landscaping etc.	:-	Rs. ....
	(iv) Others	:-	Rs. ....
9.	Turn Over for last three years		
	2013-14	:-	Rs. ....
	2012-13	:-	Rs. ....
	2011-12	:-	Rs. ....

**10.**

b)	Experience in business particularly in tourism related activity and / or experience in the similar line like Hotel, Restaurant, Guest House etc.

**11.**

c)	Adequacy and suitability of the individual / firm to operate the project and its commercial management on day to day basis.

**Seal & Signature of the Bidder**

## Form of Financial Bid

### Invitation of Bids for Management Contract for Tourist facilities at Sarthebari.

Description	Per Month (In figure & words)
Proposes to running of the newly constructed "Tourist facilities at Sarthebari" (Management contract).	

- N.B. :-** 1. The monthly contract money should be quoted both in figures and words in the manner.
2. Service Tax @ 12.36% will be payable with monthly rental and all taxes like VAT, Luxury tax will be payable.
3. Financial Bid to be sealed in separate envelop (Ref : Sl.No. 10 of Technical Bid sealing and marking of Bids.

**Signature :-** \_\_\_\_\_

**Full Name :-** \_\_\_\_\_

**Designation :-** \_\_\_\_\_

**Address :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tele No.** \_\_\_\_\_