

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

Memo No: ATDC/C.S/140/2001/

Dated Guwahati, the 30/05/2015

**Terms and Conditions regarding Invitation of Bids for Management Contract for Prashaanti Tourist Complex and its premises at Orang National Park at Orang**

The Assam Tourism Development Corporation Ltd. proposes to assign management contract for running our project “**Prashaanti Tourist Complex. and its premises at Orang National Park .**

. The Assam Tourism Development Corporation Ltd. proposes to run the existing “**Prashanti Tourist Complex and its premises at Orang National Park** on management contract basis. The project consists of 8(eight double bedded rooms with attached bath toilets, lobby, reception etc. The total plinth area of the building is 4048 sq.ft. In addition there two cottages with modern facilities. Bids are invited for management of this project for a period of 10(ten). The selected party shall be granted authority to manage and run the project against payment of contract money to Assam Tourism Development Corporation Ltd., and terms and conditions will be governed by a Contract Agreement to be executed before handing over the project.

**General Condition:-**

The bids for Management Contract for the above mentioned project 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. The name of the project should be clearly written on the 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, and 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 will be opened in the office of the Managing Director, Assam Tourism Development Corporation Ltd. **2:30 p.m. of 25/05/15.** 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 – 15 marks.
- (b) General experience in business particularly in tourism related activity and / or experience in the similar line like hotel, restaurant, guest house, etc. – 10 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 – 5 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 as per prescribed proforma enclosed herewith and to be dropped in the Tender Box. No bid should be sent by post / courier service or by hand.

(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.
  - (v) Bid security of Rs.1.00 lakh (Rupees one lakh) only by Bank Draft / Bankers cheque drawn in favour of the undersigned (re-fundable to the unsuccessful bidders) and photocopy of Money Receipt against payment of Bid application money (non-refundable).
  - (vi) Vat Registration certificate with up to date.
- (7) No pre-bid meeting will be held.
- (8) For any clarification, the undersigned or the Senior Manager (P) ATDC may be contacted. No written clarification will be provided.
- (a) Submission of Bids : Within 25/05/15 (up to 2:00 p.m.)  
(b) Opening of Technical Bids: On 25/05/15. at 2:30 p.m.

The bidders may inspect the project before submission of bids.

Encl: Proforma I,II & III.

Managing Director,  
Assam Tourism Dev. Corpn. Ltd.  
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To

The Managing Director,  
Assam Tourism Development Corporation Ltd.,  
Asom Paryatan Bhawn,  
Paltan bazar  
Guwahati-781008.

Sub. : Invitation of bids for Management Contract for “**Prashanti Tourist Complex and its premises at Orang National Park .**

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 “ **Prashanti Tourist Complex and its premises at Orang National Park.**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.1.00 lakh (Rupees one lakh) only by Bank Draft / Bankers cheque drawn in favour of the undersigned and photocopy of Money Receipt against payment of Rs. 1000.00 of Bid application fee (non-refundable).

Yours faithfully,

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

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

Full Postal address

With Tele No:- \_\_\_\_\_

# **Technical Bid**

(Prashanti Tourist Complex and its premises at Orang National Park at Orang )

**Form No: II**

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

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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.1000/-

(ii) Bid Security Rs.1, 00,000/-

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

<b>Sl. No.</b>	<b>Name of project</b>	<b>Brief description of activity.</b>

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

Signature of Bidder  
With Ph. No.

**Financial Bid**

**Prashanti Tourist Complex and its premises at Orang National Park at Orang .**

	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 @14.00% will be payable with monthly rental and all taxes like VAT, Luxury tax will be payable.</p>	

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

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

Full Postal address  
With Tele No:- \_\_\_\_\_



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

No. ATDC/C.S./140/2001/

Dated 13-03/2015

**FRESH INVITATIONFOR BID(IFB)**

The Assam Tourism Development Corporation Ltd. invites Bids for Management Contract in two Bids system(Technical & Financial) for running the existing “**Prashanti Tourist Complex and its premises at Orang National Park** on management contract basis for a period of 5(five) years. Interested Party/Firm havng experience in similar line with sound financial condition may download Bids documents (Technical & Financial) for the details Terms & condition from ATDC website: [www.assamtourisonline.com/tender.html](http://www.assamtourisonline.com/tender.html). and submit the Bids to the undersigned manually on 6/04/15 up to 14.00 hours and the same will be opened on the same day at 14.30 hours.

Name of work	Bid Security	Application cum Processing Fee
1	2	3
Running the existing “Prashanti Tourist Complex and its Premises Orang National Park	Rs1.000 lakh	Rs. 3,000.00 (three thousand) only

The undersigned reserves the right to cancel any or all the bids without assigning any reason thereof.

Managing Director,  
Assam Tourism Dev. Corpn. Ltd.  
Dated Guwahati, the 13th March/15

Memo No: ATDC/C.S./140/2001/  
Copy to:-

- 1) The Director of Information and Public Relations, Govt. of Assam, Dispur, Guwahati-781006 with a request to publish in one issue only preferably in “The Assam Tribune” and “The Amar Asom” as display advertisement in an inside page.
- 2) M/s Web.Com. Voltas Building, Chandmari, Guwahati-3, for information & necessary action. Encl;- Technical Bid(Terms & Condition)
- 3) Notice Board of ATDC Ltd.

Managing Director,  
Assam Tourism Dev. Corpn. Ltd