

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

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

The Assam Tourism Development Corporation Ltd. proposes to assign management contract for running of the newly constructed Tourist Lodge at Bongaigaon. The project consists of (i) Two double bedded rooms and one single bed room with attached toilet, Reception, Lounge, Restaurant, Kitchen, Manager's Cabin in the Ground floor, (ii) One Lobby, two Deluxe Suit with drawing-dress toilet in the First floor, and (iii) One Super Deluxe Suit in the Second floor with a total plinth area of about 398.18 Sq. m. with all modern amenities.

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 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 a party would be based strictly on their suitability and adequacy to run the project as per evaluation of bids.

**General Condition:-**

The detailed bidding documents may be downloaded from the ATDC Ltd. website:- [www.assamtourisonline.com/tender.html](http://www.assamtourisonline.com/tender.html). A payment of Rs.3000.00 (Rupees three thousand) only as application fee (non-refundable) together with Bid Security of Rs.20,000.00 (Rupees twenty 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 project.

The Bids for Management Contract for the above mentioned project 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 with name of Bidder.

(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 Audited Accounts for 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, freeze, utensils, AC, gardening & landscaping, 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. are to be borne by the party.

- (3) Bids will be received up to 2:00 p.m. of **15.12.2014** in the office of the ATDC Ltd.

**(4) Opening of Bids:-**

The tender box with the sealed envelopes containing the Technical Bids for the project will be opened in the office of the Managing Director, Assam Tourism Development Corporation Ltd. on 15.12.2014 at 2:30 p.m. in presence of the bidders or their authorized representatives. The Financial Bids will be opened after finalization of the technical evaluation.

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

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

- (a) The financial soundness and capacity to invest – 20 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.

The above criteria will be considered as 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.

**(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.20,000.00 (Rupees twenty thousand) and Rs.3000.00 (Rupees three thousand only) as non-refundable application fee in the form of Bank Draft / Bankers cheque drawn in favour of the undersigned along with Technical Bid.
- (f) No Pre-Bid meeting will be held.
- (g) For any clarification, the undersigned or Sr. Manager (P), ATDC may be contacted. No written clarification will be provided.
- (h) Important dates and time:
- (a) Submission of Bids : Within 15.12.2014 (up to 2:00 p.m.)
  - (b) Opening of Technical Bids: On 15.12.2014 at 2:30 p.m.
- (i) The Bidders may inspect the project before submission of bids.
- (j) The selected bidder shall have to deposit Rs.1,00,000.00 lakh (Rupees one lakh) as security amount in the form of NSC/ KVP /Cash before taking over the project.

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, 4<sup>th</sup> Floor,  
Paltanbazar,  
Guwahati-781008.

Sub. : Invitation of bids for Management Contract for running the Tourist Lodge at Bongaigaon.

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 newly constructed Tourist Lodge at Bongaigaon, 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.20,000.00 (Rupees twenty thousand) and Rs.3000.00 (Rupees three thousand only) in the form of Bank Draft / Bankers cheque drawn in favour of MD, ATDC.

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**

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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.3000/-

(ii) Bid Security Rs.20,000/-

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

**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