



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
OFFICE OF THE JOINT DIRECTOR, HOSPITALITY AND PROTOCOL, LADAKH**

REQUEST FOR PROPOSAL FOR HIRING OF SPACE FOR GUEST HOUSE

Hospitality and Protocol Department, Ladakh invites bids from the individual or joint owners/ power of attorney holders/property dealers/ entrepreneur or firms registered with Government authorities for hiring suitable independent house or part of a larger residential / commercial building for accommodating the **Ladakh House at Chandigarh** having a carpet area around 5000 sq. ft along with space for parking , circulation and lawn etc. The premises should preferably be constructed in Chandigarh with good connectivity to Railway station, Roadways, and Airport. However, in case of non-availability of suitable accommodation at Chandigarh the properties at Panchkula and Mohali will also be considered.

Request for Proposal (RFP) document may be obtained either from the office of Joint Director, Hospitality and protocol office, behind Moonland guest house near KRB Airport (Phone No. 01982-259309) on any working day between 10 A.M. to 4 P.M or can be downloaded from the website <http://leh.nic.in>. The last date for receipt of duly filled bids is by 03.00 P.M on 10/10/2020. The Hospitality and Protocol Department, Ladakh reserves the right to cancel, postpone and reject the Tender Process/ any bid without assigning any reason.

Zahida
28/9

Dr. Zahida Bano(KAS)
Joint Director,
Hospitality and Protocol
UT-Ladakh

No: H&P/UTL/2020-21/119-23

Dated: 28/09/2020

Copy to the :

1. Commissioner Secretary, Housing and Urban Development Department, UT, Ladakh.
2. OSD with the Lieutenant Governor Ladakh for kind information of the Hon'ble Lt. Governor.
3. OSD with the Advisor to the Lieutenant Governor Ladakh, for kind information of the Advisor.
4. DIO, NIC Leh with the request to upload on the district website.
5. Assistant Director Information, Leh for wide publicity through electronic and print media in Chandigarh, Panchkula and Mohali.



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
OFFICE OF THE JOINT DIRECTOR, HOSPITALITY AND PROTOCOL, LADAKH

Hospitality and Protocol Department, Ladakh intends to hire a suitable building preferably an independent house or part of a larger residential building for accommodating the **Ladakh House at Chandigarh** having a carpet area around 5000 sq. ft along with space for parking, circulation and lawn etc. The premises should preferably be constructed in Chandigarh with good connectivity to Railway station, Roadways, and Airport. However, in case of non-availability of suitable accommodation at Chandigarh the properties at Panchkula and Mohali will also be considered.

A. Instructions & Information to the bidders:

1. RFP should be submitted in two (2) bid pattern, i.e. Technical bid (containing technical and other details) and Financial/Commercial bid. Both the bids should be placed in separate envelopes and sealed & super scribed as "Tender for hiring of space for Ladakh House – Technical bid" and "Tender for hiring of Ladakh House – Financial bid" respectively. Both these envelopes should be placed again in a single cover and super scribed as "Quotation for hiring of space for Ladakh House at Chandigarh". The tender documents duly completed in all respect should be submitted through Registered Post/Speed Post/Courier or in person to be dropped in the "Tender box" kept for this purpose at Joint Director, Hospitality and protocol office, behind Moonland guest house near KRB Airport on any working day between 10 A.M. to 4 P.M upto 10/10/2020. The tenders received after the given date and time shall not be accepted/considered. **The last date & time of receiving Tender is 10/10/2020 & 03:00 PM respectively.**
2. Technical bids will be opened in the Conference Room of **Hospitality and Protocol Department** on **12th October, 2020 at 02:00 PM**. Commercial bids will be opened only in the case of such bidders whose technical bids are accepted after its evaluation. Any change in the date(s) for opening of the Technical bids and the date for opening of the Commercial bids will be displayed on the Notice Board outside the above said Conference Room. Bidders or their representatives duly authorized in writing for the purpose may be present at the time of opening the sealed tenders.
3. The Technical bid would be opened and evaluated first. Financial bids of only those bidders who qualify in technical bid would be opened for its evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition.

Selection Process

1. An Evaluation Committee will examine and evaluate all the technical bids. The Committee will also visit the building/premises on offer for examining the actual condition, location and approach facility etc.
2. On the basis of technical examination and on site evaluation, the committee will select one or more suitable bids for financial evaluation.
3. The successful bidder shall have to enter into contract with the Joint Director, Hospitality and protocol, Ladakh as per terms & conditions within a week of finalization of the bidding process. Failure on the part of the bidder to do so may result in cancellation of its candidature.

Terms & Conditions for Hiring of space for Ladakh House at Chandigarh

1. The premises should be located on a suitable place having wide approach road with enough parking space in residential area and should not be far from central location and offices. The preferred location includes Mohali, Panchkula or any other location with good connectivity to Railway station, Roadways, and Airport.
2. The building should preferably be independent and located in a place with easy access. It should be fit and approved for the use as Govt. guest house.
- 3 Assured free parking space be provided/made available for at least 5 cars.
- 4 There should be proper electricity, water & sewerage connection.
- 5 The accommodation should have proper electrical fixtures such as switches power points etc.
- 6 Rates offered for lease out of building should be as per Carpet area in sq. ft. for construction area and open area respectively.
- 7 The lease will be in the format of Standard Lease Agreement (S.L.A) as approved by the Estates department shall be executed and shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be shared equally between the landlords and H&P Department. The electricity & water charges as per actual consumption will be borne by the H&P Department.
- 8 Provision of lift is essential, if the building is more than 4 storied.
- 9 The building should have adequate toilet facilities.
- 10 The building should be in a ready to use condition with electricity, water, lifts, sewerage connection and fire fighting equipment. The electric power available should also be indicated.
- 11 No advance rent is payable by the Government as a matter of policy.
- 12 The space offered should be free from any liability, encumbrance and litigation with respect to its ownership, lease/renting and pending payments against the offered space.

PROFORMA FOR TECHNICAL BID

S.no.	Details of the building to be given on hiring	Information
1.	Name & Address of the legal owner/power of attorney holder/co-owner of the premises/building/floor to be given on hiring	
2.	Name of the building/premises (if any)	
3.	Address and Location/Geo location-Latitude and Longitude of the building/premises (Include at least 7 photograph of the building and interiors)	
4.	Details of Plot No., Tauzi No., Holding No., Circle No. etc. of the building/property	
5.	Police Station under which the building/premises is located	
6.	Ward No. of Municipal area.	
7.	Name of the owners of the Buildings/Space located in North, South, East & West of the building/space to be hired	
8.	Detailed approved plan of the accommodation along with a copy of structural stability certificate from a structural Engineer.	
9.	Any other information applicant wants to offer.	

BUILDING SPECIFICATION AND AMENITIES

S.no.	Utilities	Information
1.	Exact Open Area	
2.	Exact Carpet Area	
3.	Electricity -Type of connectivity Capacity/ Wattage.	
4.	No of Bathrooms.	
5.	Generator with capacity.	
6.	Air Condition Type/ tonne	
7.	Heating arrangements.	
8.	Lift-Capacity / Number	
9.	Water Supply-Residential, Commercial and Borewell.	

DECLARATION

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge and belief. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be disqualified and if the lease agreement is entered with me/us, it will be terminated and will not have any dealing with the Department in future.

(Name & Signature of Authorized Signatory with date)

FINANCIAL BID

(To be submitted in a separate sealed envelope super-scribed 'Financial Bid')
I/We offer the premises owned by us for Ladakh house at Chandigarh as per following details.

S.no	General Information	Rate Per Sq ft		Total Monthly Rent
		Constructed	Free Space	
1	Rates offered for lease out of building Carpet area (including all municipal taxes, cess or any other taxes). The electricity & water charges as per actual consumption will be borne by the Hospitality and protocol department.			
	Total			
2	Period of lease The lease will be in the format of Standard Lease Agreement (S.L.A) as approved by the Directorate of Estates shall be executed and shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be shared equally between the landlords and H&P Department. Do you agree to the provisions in the S.L.A.?		Yes/No	

DECLARATION: The rates quoted above are subject to negotiations and while finalizing the bid I shall abide by the fair rent certificate issued by the CPWD as per procedure laid down by the Govt. or decision of the committee constituted for this purpose. No advance rent is payable by the Govt. as a matter of policy.

Signature of the legal owner/power of attorney holder/

Co-owner of the premises/building/floor

NAME: _____.

Contact No.: Mobile - _____.

Landline - _____.