



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

EXPRESSION OF INTEREST (EOI) FOR HIRING HOTEL/GUEST HOUSE

The objective of seeking **Expression of Interest** is to engage registered Hotel/ Guest house registered with Government authorities for Hospitality and Protocol department, Ladakh on **lease basis** to accommodate the officers / officials deputed to UT Ladakh.

The scope of work is to identify and select hotels/ Guest house on lease basis. The Hotel/Guest house owners should provide assistance for site visits of the same and should justify the selection, providing the details of the building which includes number of rooms, built-up area, total site area and total floor area etc.

Interested parties should submit duly filled application in prescribed format to Joint Director, Hospitality and Protocol, Ladakh by or before 6th April 2021 (4.00 pm). The Hospitality and Protocol Department Ladakh reserves the right to cancel, postpone and reject the Tender Process/ any bid without assigning any reason.

Name: Joint Director, Hospitality and Protocol, Ladakh

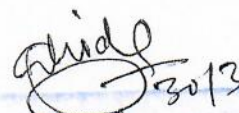
**Address: Hospitality and Protocol Office, Behind moonland Guest House,
Near KBR Airport, Leh.**

Tel. no. 01982-259309

Email: jdhp Ladakh@gmail.com

Mob. no. 9419627990

Pin. Code. 194101


Dr. Zahida Bano
Joint Director
Hospitality and Protocol
UT-Ladakh

Dated:- 30-03-2021

No:- H&P/UTL/2020-2/427

Copy to The:

1. OSD to Commissioner/ Secretary, H&P Ladakh for kind information of Commissioner/ Secretary, H&P, Ladakh.
2. AD, information Leh for wide publicity.
3. President Hotel/ Guest house, Leh for information.



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

The objective of seeking **Expression of Interest** is to engage registered Hotel and Guest house registered with Government authorities for identification and selection of suitable hotels/guest house in and around Leh city for Hospitality and Protocol department, Ladakh on lease basis to accommodate the officers / officials deputed from UT of JK to Ladakh.

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 & superscribed as "Tender for hiring of Hotel /Guest house for Hospitality and protocol department UT Ladakh **Technical bid**" and "Tender for hiring of Hotel /Guest house for Hospitality and protocol department UT Ladakh- **Financial bid**" respectively. Both these envelopes should be placed again in a single cover and superscribed as "Quotation for hiring of Hotel /Guest house for Hospitality and protocol department UT Ladakh". The tender documents duly completed in all respect should be submitted through Registered 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 till 30/03/2021(2.00pm). The tenders received after the given date and time shall not be accepted/considered. **The last date & time of receiving Tender is 06/04/2021 & 02:00 PM respectively.**
2. Technical bids will be opened in the Conference Room of **Hospitality and Protocol Department** on 7th April 2021. 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.

The following criteria must be fulfilled:

- I. Hotel/Guest House should be in good condition and well maintained.
- II. Hotel /Guest house of type **A/B/C/D** is required for the purpose.
- III. Hotel/Guest House should have a minimum of 12 rooms and parking area for minimum four light motor vehicles.
- IV. Standby generator of sufficient capacity for uninterrupted power supply.
- V. Adequate water supply for 24 hours with adequate water treatment facilities.
- VI. Hotel/Guest House should have winter ready bathrooms.

- VII. Hotel/Guest House should have Central heating facility.
- VIII. Hotel/Guest House should have internet, LED TV's in each room.
- IX. Hotel/Guest House should preferably be located in the vicinity of main city within the radius of 3 km from main bazaar with good connectivity to road.
- X. All services should be in good working 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.

PROFORMA FOR TECHNICAL BID

APPLICATION FORM (ON LETTER HEAD OF THE HOTEL)

1. Name of Hotel/guest house owner.
2. Name of the Hotel/Guest House
3. Address/ Location.
4. Distance from Main city (in KM)
5. No. of rooms in the Hotel/ guest house
6. No. of rooms offered:
7. Outlay of Hotel:
8. Registration certificate of Hotel/Guest house-
9. Earnest money (Rs 3000-Refundable)
10. Enclosed Yes/No
11. If yes DD No.....dated.....
12. Do you agree to all conditions as mentioned above Yes/No

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 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')

S. no	Name of Hotel/ Guest House	Type of Hotel/ Guest House (A/B/C/D)	Type of room	Rate offered inclusive of GST applicable	Remarks if any
1			Suite		
2			Deluxe		
3			Standard		

Note: The rates quoted above are subject to negotiations. No advance rent is payable by the Govt. as a matter of policy.

Signature of the legal owner/ co-owner of the Hotel/Guest house.

NAME:

Contact No.: Mobile -

Landline -