



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

**EXPRESSION OF INTEREST (EOI) FOR HIRING OF RESIDENTIAL HOUSE**

Hospitality and Protocol department, UT Ladakh is desirous of hiring fully/semi furnished residential house on monthly rent basis to accommodate the senior officers deputed from UT of JK to Ladakh. The requirement is for 2800-4000 Sq.ft carpet area approximately with parking facility for 2 vehicles (cars and preferably located within 3 kms radius from main Leh city. Monthly rent should be quoted initially on a fixed basis for a period of 2 (two) years with a provision of further extension of 2(two) years with mutual consent of both the parties.


The objective and scope of work is to identify and select vacant fully/semi furnished residential house on monthly rent basis. Property dealer or owners shall provide assistance for site visits of the same 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 6<sup>th</sup> April 2021 (2.00 pm).

Requests received against the EOI shall be processed in two parts (Technical & Financial).

<b>Opening Date of issuing EOI :</b>	<b>30.03.2021</b>
<b>Last Date and Time of receipt of EOI :</b>	<b>06.04.2021 (at 2 PM)</b>
<b>Date and Time of opening of EOI :</b>	<b>07.04.2021 (at 11 am)</b>
<b>Place of opening Tender. :</b>	<b>Joint Director, Hospitality and Protocol office.</b>
<b>Address for Communication:</b>	<b>Hospitality and Protocol Office, Behind moonland Guest House, Near KBR Airport, Leh.</b>
	<b>Tel. no. 01982-259309</b>
	<b>Email: <a href="mailto:jdhp Ladakh@gmail.com">jdhp Ladakh@gmail.com</a></b>
	<b>Mob. no. 9419627990</b>

The Hospitality and Protocol Department, Ladakh reserves the right to cancel, postpone and reject the Tender Process/ any bid without assigning any reason.

  
**D. Hida Bano**  
**Joint Director,**  
**Hospitality and Protocol**  
**UT-Ladakh.**

Dated:- 30-03-2021

No:- HXP/UTL/2020-21/426

**Copy to The:**

1. Commissioner/ Secretary, H&P Ladakh for kind information.
2. AD, information Leh for wide publicity.
3. Office record file.



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

The objective of seeking **Expression of Interest** is identification and selection of fully/semi furnished residential houses on monthly rent basis required by Hospitality and Protocol department, UT Ladakh to accommodate the senior officers deputed from UT of JK to Ladakh. The requirement is for 2800-4000 Sq.ft carpet area approximately with parking facility for 2 vehicles (cars) and preferably located within 3 kms radius from Main Leh city. Monthly rent should be quoted initially on a fixed basis for a period of 3 (two) years with a provision of further extension of 2(two) years with mutual consent of both the parties.

**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 Residential House for Hospitality and protocol department UT Ladakh- **Technical bid**" and "Tender for hiring of Residential 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 Residential 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 06/04/2021(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 7<sup>th</sup> April 2021 at 11:00 am. Commercial bids will be opened only in 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. House should be in good condition and well maintained.
- II. Accommodation should be ready to move in with all necessary services / amenities like water supply, electricity, fire and safety arrangements etc.
- III. The building should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up electricity load for air conditioning/heating systems of the premises.

- IV. The residential property must be separate and should be stand alone with separate entrance and provision of privacy.
- V. The residential accommodations offered in the EoI must be free from all encumbrances: charges, claims and legal disputes etc. The land lord/owner is required to furnish a: undertaking /affidavit to this effect.
- VI. The House should have minimum of 02 bed rooms, living room, lobby, kitchen, two bathrooms open lawn space with parking area for minimum of two light motor vehicles.
- VII. Adequate water supply for 24 hours with adequate water treatment facilities.
- VIII. All services should be in good working condition
- IX. House should have winter ready bathrooms.
- X. House should be either fully or semi furnished.
- XI. Residential property with all amenities including furniture & fixtures, heating appliances, TV fridge, AC, washing machine will be given preference.
- XII. House should be located in the vicinity of main city within the radius of 3 km from main city with good connectivity to road.
- XIII. In case of co-owners, the technical document & price quotation should be signed by the co-owners. In case any one of the owners chooses to sign the EOI documents, he should invariably submit an authorization to do so from the remaining owners.
- XIV. In case of damage to the rented property due to any natural calamities etc, H&P department will not undertake to compensate the loss or damage incurred by the owner of the property.
- XV. Possession of accommodation in the ready-to-move-in condition will be handed over to protocol department within 3(three) days from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.
- XVI. A committee will inspect the property after financial evaluation to assess the amenities and location of the building.

### **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)

1. Name of owner/ co-owners.
2. Address/ Location.
3. Outlay of the building / house with a description of the building.
4. Documents in support of ownership of building / Land.
5. An affidavit swearing that the building offered is free from any litigation with respect to its ownership, lease/renting against the same.
6. Furnishing status(fully/semi/non-furnished):
7. Earnest money (Rs 2000-Refundable)
8. Enclosed Yes/No
9. If yes DD No.....dated.....
10. 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 Owner/co-owner	Furnishing status (Fully/semi/Non-furnished)	Single/ double storey building	Rate offered inclusive of GST applicable	Remarks if any
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**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 -**