



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
POLICE HEADQUARTER OF LADAKH

(email: igp-ladakh@police.ladakh.gov.in)

(Office Phone No.01982-260888)

Short term notice.

Short term notices is issued inviting response from the interested parties for hiring of their Hotel rooms and Guest House located in Leh city registered with the Government authorities required on hire basis to function as official hostel to accommodate Police officers/officials visiting the UT Ladakh as per details below:-

S No	No of visiting officers	No of rooms required.	No of stay days	Services
01	09	(05 rooms) (02 rooms single) and (03 rooms on sharing basis)	(03 days) 13.09.2023 to 16.09.2023	Dinner, breakfast on each day.

A. Instructions for participations.

1. Request for proposal (RFP) should be submitted containing technical and other details including offer prices etc on the prescribed format enclosed with this notice as **annexure-A** together with the supporting documents as detailed in the **eligibility criteria** hereafter at **Point No. C**. The documents duly completed in all respect should be submitted through online mode at mail id aig-prov@police.ladakh.gov.in addressed to Addl. Director General of Police, Police Headquarters, Agling, Leh by today evening (1800 hours) The response received after the given time and date and time shall not be entertained/accepted. The late date and time of receiving tender is 12.09.2023 (1800 hours).
2. The documents so submitted shall be opened and examined for evaluation in the Office of AIG, Provision, PHQ, UT Ladakh on the same date and time in presence of the Committee to be constituted by PHQ UT Ladakh for the purpose. Any change in the date(s) for opening of the same in due date will be informed/uploaded on the website of www.tender.ladakh.gov.in, www.police.ladakh.gov.in, www.leh.nic.in and also displayed on the notice board of Police Headquarters Agling, Leh. Participant or their representatives duly authorized in writing for the purpose may be present at the time of opening the sealed tenders.

B. Terms & Conditions.

1. Hotel/ Guest house should be in good condition and well maintained.
2. Hotel/ Guest house of Type A&B is required for the purpose as categorized by the Tourism Department UT of Ladakh.
3. Hotel/ Guest House should have a minimum of (10) rooms and adequate parking area of minimum (10) light motor vehicles.
4. Standby generator of sufficient capacity for uninterrupted power supply.
5. Adequate water supply for 24 hours.

7. Hotel/ Guest house should have internet, LED TVs in each room.
8. Hotel/ Guest house should preferably be located in the vicinity of Leh city within the Municipal limits of Leh with good connectivity to road.

C. Documents to be submitted.

1. Latest registration certificate of Hotel including the class of hotel.
2. Past experience of renting hotel to any gov. /PSU (if any).
3. GSTIN clearance certificate.
4. PAN card.
5. Property Ownership certificate.
6. Undertaking on an affidavit indicating that the property in question is not involved in any legal or financial litigation/ any other type of dispute.
7. Address of the owner with proof (Aadhar Card, Passport etc).
8. Annexure-A duly filled.

D- SELECTION PROCESS: The selection shall be made in two parts viz. Technical Evaluation & Financial Evaluation process.

1. **Technical Evaluation:** An Evaluation Committee duly constituted by PHQ shall examine all the responses of each participant in light of the Terms & Conditions as laid out in the instant notice. Further the said Committee shall also physically inspect properties of the interested participants to check the suitability in light of the information submitted by them. According to the Committee shall prepare a list of all the eligible suitable properties in a sequential manner by placing the most suitable and preferable property on the top followed by other property in order of suitability and preference. While preparing the said list the "offer price" (as indicated in the notice format shall not be taken into consideration as the said list depicts only the physical suitability of the property irrespective of financial implication.
2. The list so prepared during the above mentioned technical evaluation shall be submitted to concerned competent authority for approval and issuance of formal hiring orders thereof.
3. The details of the financial evaluation shall be communicated in due course of time to all the bidders.

Addl. Director General of Police,
PHQ UT Ladakh.

No. PHQL/Prov-I/HOH/2023-15376-02
Dated: 12.09.2023

Copy to:

1. Deputy Inspector General of Police, Range Leh-Kargil, for information.
2. Addl. Secretary (Finance) UT Ladakh for information.
3. Technical Director, National Informatics Officer, NIC Leh with the request to upload the e-tender on the website.
4. Director, AIR Leh/Kargil for announcement in radio after local news.
5. Addl. Director Information department UT Ladakh for wider publication in relevant official site and media houses.
6. I/C IT Cell PHQ for publication at the Ladakh Police Website.
7. Note board for general information.

Annexure-A

PERFORMA APPLICATION (ON LETTER HEAD OF THE HOTEL)

- 1.Name of the Hotel / Guest House Owner:
- 2.Name of the Hotel / Guest House:
- 3.Address / Locations:
- 4.Distance from Main City (in KM)
- 5.No. of Rooms in the Hotel / Guest House
- 6.No. of Rooms offered (complete set)
- 7.Outlay of the Hotel:
9. Offer price of 05 room sets for three days including all types of charges, like GSTIN, electricity charges etc. Internet facility (in Rupees)
(Rs.)/-
(In Words).....
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DECLARATION

I/We hereby certify that the information furnished above is full and correct to the best of my/ out knowledge and believe. I/We understand that in case any deviation 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 Police Department in future.

(Name & Signature of Authorized Signatory with Date)

FINANCIAL BID

(To be submitted in a separate seal envelope super- scribed 'Financial Bid')

S. No	Name of the 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 Government as matter of policy.

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

Name:

Contact No.: Mobile-

Landline-