

**NOTICE INVITING EXPRESSION OF
INTEREST (EOI)**

Subject:- Hiring of Hotels / Guest Houses for Summer Period,
May-2023 to October-2023 and Winter Period
November-2023 to April-2024 in Srinagar.

Expression of Interest (EOI) on behalf of the Hon'ble Lieutenant Governor, J&K U.T affixed with revenue stamp worth Rs. 20/= on the prescribed format supported with requisite documents are invited from the Private Hoteliers / Guest House Owners who are **registered with the Tourism Department** and are willing to rent out their Hotels / Guest Houses to the Estates Department for a period of one year. The hiring shall initially be for a period of six months w.e.f May 2023 to October 2023 to accommodate Move / Non-Move employees and thereafter for six months from November 2023 to April 2024 for accommodating non-move employees. EOI documents can be obtained from the office of Deputy Director Estates, Kashmir, Partap Park, Srinagar through **Demand Draft of Rs. 2000/- pledged to Deputy Director, Estates Kashmir** (non-refundable) **upto 27th March, 2023** during office hours viz. 10:00 am to 4:30 pm. The EOI shall be received in the office of the undersigned on all working days upto **31st March, 2023 (upto 4:30 pm)**. In case the last date of receipt is declared as a holiday, the next working day shall be the last date for receipt of the EOI upto 4:30 PM. The EOI shall be opened on **1st April, 2023 at 11:00 AM**.

The Hotels / Guest Houses shall be hired only after getting necessary security clearance and in accordance with suitability / requirement to be ascertained by the committee constituted for the purpose and subject to fulfillment of other terms and conditions as contained in the EOI document. The Department reserves the rights to reject any EOI without assigning any reason thereof.

No. DDES/Pvt.Hotel/2023/4260
Dated:- 22/3/2023

Deputy Director Estates
Kashmir, Srinagar

Invitation of Expression of Interest (EOI) from Private
Hotels / Guest Houses for hiring by the Estates
Department for accommodating Government employees
in Srinagar for the year 2023-24.

Terms and Conditions

1. EOI should be accompanied with the following documents:-
 - a. Valid Registration Certificate / Room Strength certificate issued by the Tourism Department (validity upto 31/3/2023)
 - b. GST clearance certificate from State Taxes Department (upto ending December, 2022).
 - c. Valid Food License from the Competent Authority.
 - d. Income Tax clearance certificate for the financial year 2021-22 (Assessment year 2022-23)
 - e. Photostat copy of PAN Card.
 - f. Sixteen Digit Bank Account Number of registered Unit Holder / Proprietor alongwith Bank Statement.

Note:- An EOI submitted without the above mentioned pre-requisite documents shall not be entertained.

Other Terms and Conditions

1. EOI must be put in properly sealed envelope strictly as per the Proforma / conditions given in the EOI.
2. The floor wise number of rooms intended to be offered shall be specifically mentioned in the EOI.
3. The Hotelier shall sign each page in token of acceptance of terms & conditions.
4. Dormitory / Halls of Hotels / Guest houses shall not be hired by the Department.
5. The Hoteliers shall have to arrange the food for employees as per approved menu of the Department for which Food Safety and Standard (Licensing and Registration of Food Business) Regulation, 2011 amended from time to time shall be applicable.
6. Lodging facilities shall include providing of drinking water facility through R.O water purifier.
7. Conditional EOI shall not be accepted.

8. Hoteliers / Guest House owners shall ensure daily cleanliness, housekeeping of rooms and washrooms including change of linen viz. bed sheets, pillow covers on every week end.
9. Adequate water / power supply shall be made available by the Hotelier / Guest house owner and in case of power break down, alternate arrangement viz. Generator / inverter shall be readily kept available.
10. The hiring of Hotel can be cancelled at any time, if the services are not upto the entire satisfaction of the allottees / Department.
11. The Hotel/Guest House shall be hired on the basis of merit allotted by the team of officers constituted for the purpose and subject to clearance by the Security Agency.
12. It shall be the prerogative of the department to decide on the number of rooms to be hired in any Hotel / Guest House.
13. Rent for boarding / lodging shall be paid as per the approved rate structure of the Estates Department.
14. Director Estates, Kashmir reserves the right to accept or reject any EOI / all EOIs without assigning any reason thereof.
15. In case two or more complaints are received against any Hotel/Guest House, the Hotel/Guest House shall be de-hired without serving any notice.
16. Taxes as applicable under rules shall be deducted from the bills of the hoteliers.
17. Subletting of catering arrangement shall not be permissible and in that case the hotel concerned shall be de-hired without any notice. The Hoteliers shall submit an undertaking in this regard with EOI document.
18. At the time of Inspection of the Hotels by the Committee constituted by the Government for the purpose, the hotels should be free from any occupants other than Estates Department.
19. No **"under process documents"** especially Registration Certificate to be issued by the Tourism Department shall be entertained in any case.

20. The Hotelier shall install CCTV Cameras at the reception / main entrance of the Hotels / Guest Houses.
21. Hoteliers shall install Fire Extinguisher (floor wise) in Hotels / Guest Houses.
22. Partial hiring of hotels if rented to any Department / Agency other than Estates shall not be accepted by the Department.
23. All the requisite documents must be submitted alongwith the EOI upto the cut of date / time and no document(s) shall be entertained after cut of date / time.
24. The hoteliers shall maintain proper attendance register of all employees accommodated and same shall be appended with the monthly catering bills.
25. The hotelier shall not accept / entertain any employee without proper allotment order / possession slip and the claim tendered against any such employee shall not be entertained by the Department.
26. The hotelier shall facilitate / educate the employees to constitute a mess committee for regular reporting of the quality of meals / services etc.
27. The hotelier shall display copy of the approved Menu at some conspicuous places / dining hall etc. for the information of all employees / others.
28. Any Hotelier having any dispute with regard to property intended to be rented out are advised not to give EOI.
29. The payment of the bills on account of the boarding / lodging charges shall be made only after regular physical verification of the tenants / records of the hotels by the committee constituted for the purpose.
30. The payment shall be made against those employees only whose allotment is made by the Department only and not against those who are availing the accommodation / catering either on their own or at the behest of the hotel management.

31. The hotelier shall submit the bills in the first week of the every succeeding month and the delay shall not be acceptable.
32. The payment shall also be subject to the availability of budget and fulfillment of all codal formalities as required under rules.
33. The Form of application for availing hotel accommodation shall be submitted by the employee him / herself and the hotelier should stay away from submission of Forms on behalf of employees.

**Special conditions for the Hotels/Guest Houses for
Non-Move period i.e. November 2023 to April 2024.**

34. Adequate number of quilts and electric blankets are to be provided to the occupants.
35. Providing of hot water bottles on demand.
36. Hotels hired for winter session (November to April) shall have to provide a discount of 32% on lodging and 4% on boarding charges for winter session
37. Hot water facility throughout winter is to be provided to the occupants by way of Geysers or centralized boilers feeding the washrooms.

47/03/2024
Deputy-Director Estates

DAB
Kashmir, Srinagar