

Shri Amarnathji Shrine Board



Jammu and Kashmir

TENDER DOCUMENT

FOR

Renting and House-keeping Operations of SASB's

Prefab Huts at Panjtarni Camp

(YATRA – 2018)

Cost of Tender Document = Rs 500/-
(Rs Five hundred only)

Dated 12.02.2018

TENDER DOCUMENT FOR PANJTARNI CAMP
(YATRA - 2018)

NAME OF WORK :-

- i. Renting and House-keeping Operations of SASB's Prefabricated Huts for the duration of Yatra - 2018 at Panjtarni Camp.

Reference to NIT NO: SASB/DNIT/Works/988/2018/13 Dated 12.02.2018

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SHRI AMARNATHJI SHRINE BOARD

Chaitanya Ashram, Talab Tillo, Jammu (Nov-April)
Tele: 0191-2555662, Telefax: 0191-2503399

NOTICE INVITING TENDER

Renting and Housekeeping Operations of SASB's Prefab Huts YATRA - 2018

1. Sealed tenders, in two-bid format are invited from registered Hotel/ Restaurant Owners and /or in similar field registered with J&K Government, Tourism Department with valid registration for undertaking the following works at various Camps during the Shri Amarnathji Yatra – 2018:

S. No.	Name of work	Cost of Tender Document	Earnest Money Deposit	Last date and time of receipt of Tenders
1.	i. Renting and Housekeeping Operations of Shri Amarnathji Shrine Board's Prefabricated huts at Nunwan Base Camp during Yatra – 2018.	Rs 500/-	Rs.0.75 lakh	05.03.2018 upto 1400 hours
	ii. Renting and Housekeeping Operations of Shri Amarnathji Shrine Board's Prefabricated huts at Sheshnag Camp during Yatra – 2018.	Rs. 500/-	Rs.0.75 lakh	
	iii. Renting and Housekeeping Operations of Shri Amarnathji Shrine Board's Prefabricated huts at Panjtarni Camp during Yatra – 2018.	Rs. 500/-	Rs.0.50 lakh	
	iv. Renting and Housekeeping Operations of Shri Amarnathji Shrine Board's Prefabricated huts at Baltal Base Camp during Yatra – 2018.	Rs. 1,500/-	Rs.2.00 lakh	

2. Detailed NIT's (DNIT's) can be obtained from the FA & Chief Accounts Officer, Shri Amarnathji Shrine Board, Chaitanya Ashram Talab Tillo, Jammu, from 9.30 AM to 5.00 PM on any working day (Monday - Saturday) from **13.02.2018 to 03.03.2018** on payment of (non-refundable) cost of documents in cash amount shown against each or in the shape of Demand Draft drawn in favour of FA & CAO, Shri Amarnathji Shrine Board, payable at Jammu. Alternatively, the DNIT's can be downloaded from our website www.shriamarnathjishrine.com, in which case the cost of DNIT's shall be payable through Demand Draft drawn in favour of FA/ CAO Shri Amarnathji Shrine Board, payable at Jammu, in addition to the Earnest Money Deposit along with the Technical Bid of Tender.
3. The Tender, duly completed, along with Earnest Money Deposit in the form of CDR/ FDR amount shown against each drawn in favour of FA & CAO, Shri Amarnathji Shrine Board, must reach the FA & CAO, Chaitanya Ashram, Talab Tillo, Jammu latest by or before **1400 hours on 05.03.2018**. The bidder, in their own interest, is advised to deliver the bid personally to FA & Chief Accounts Officer, Shri Amarnathji Shrine Board, Chaitanya Ashram, Talab Tillo, Jammu. Alternatively, he may send the same through courier/ registered post. The Board will not be responsible for any delay, wrong delivery or non-delivery of the bids due to any reason.
4. Not more than one bid document shall be issued to a single bidder.
5. For further details about the Tender, please refer our DNIT's on our website www.shriamarnathjishrine.com.
6. All bidders are required to visit the website regularly since all subsequent corrigendum/ addendum/ updates will only be uploaded on the website.

No: SASB/DNIT/Works/988/2018/13
Dated: 12.02.2018

Sd/-
Addl. Chief Executive Officer

A. Instructions to Bidders

1. Shri Amarnathji Shrine Board (SASB) proposes to outsource the below mentioned number of **rooms** for Panjtarni Camp (indicative).

S. No.	Sector	Location	Number of Huts / rooms*
1.	Pahalgam	Panjtarni	05 rooms with 40 beds

*Tentative, subject to availability before the commencement of Yatra; the rooms may be handed over five days prior to the commencement of the Yatra 2018.

2. The Detailed Notice Inviting Tender (DNIT) can be obtained from the Office of FA/ Chief Accounts Officer, Shri Amarnathji Shrine Board, Chaitanya Ashram, Talab Tillo, Jammu against cash payment of Rs. 500/- on any working day from 9.30 AM to 5.00 PM upto 03.03.2018 or it can be downloaded from Board's website www.shriamarnathjishrine.com, in which case the cost of the DNIT (Rs. 500/-) has to be paid in the shape of Demand Draft along with the bid in favour of FA/ Chief Accounts Officer, Shri Amarnathji Shrine Board, Chaitanya Ashram, Talab Tillo, Jammu.
3. The Minimum Reserve Bid for the Royalty shall be Rs. 2.90 lakh.
4. The Bidders are required to submit Tender in two separate Bids i.e. Technical and Financial, strictly as per format given in Schedule A and Schedule B of the DNIT. The two Bids should be submitted in two separately sealed envelopes super-scribed "Technical Bid for Renting and Housekeeping Operations – Yatra 2018" containing Schedule A and EMD of Rs 0.50 lakh in the shape of CDR/ FDR and "Financial Bid for Renting and Housekeeping Operations – Yatra 2018" containing Schedule B. Both the sealed envelopes should be put in a third envelop, sealed and super-scribed "Tender for Renting and Housekeeping Operations at Panjtarni – Yatra 2018" and should reach the office of the FA/CAO latest by 1400 hours, on 05.03.2018. The bids, as are not submitted as per format prescribed in Schedule A and B are liable to be rejected".
5. The bidder must be a registered Hotel/ Restaurant Owner and/ or in similar field registered with J&K Government, Tourism Department with valid registration.
6. The bidder shall have to adopt the following policy with regard to cancellation of booking and refund;
 - i. Full refund in case Yatri cancels his booking 24 hours prior to date of booking. (1700 hours).
 - ii. 50% refund in case Yatri cancels his booking 12 hours prior the date of booking (1700 hours).

Signature of the bidder with seal)

- iii. No refund in case Yatri cancels his booking between 0-12 hours prior to date of booking (1700 hours).
7. Bids, with prescribed Earnest Money Deposit, complete in all respects will have to be submitted for outsourcing of beds at Panjtarni Camp. The bidders should quote, as lump-sum amount of royalty offered for Panjtarni Camp. The huts will be outsourced to the successful bidder.
 8. The bids will be opened at 1500 hours on 05.03.2018 or on any other day in the office chamber of Additional Chief Executive Officer, Chaitanya Ashram, Talab Tillo, Jammu in the presence of the bidders who may choose to remain present on the occasion.
 9. A bidder can submit only one bid, if a bidder submits more than one bid for Panjtarni Camp, none of his bids shall be considered.
 10. All entries in the bid should be legible and filled in clearly typed or written in ink. Bids written with pencil would not be considered. Each paper of the bid shall be completed in all respects and duly signed and stamped by the bidder or his authorized representative. Bids incomplete in any form and/ or conditional bids, and/ or bids with over writing/ corrections shall be outrightly rejected.
 11. The bid amount should be written both in figures as well as in words. In case of any inconsistency, the amount written in words will be considered.
 12. Incomplete bids, or bids not accompanied with required Tender Fee and Earnest Money Deposit or received by the Shrine Board after the prescribed deadline for submission of bids, shall not be considered.
 13. The bid shall remain valid and open for acceptance for a period of 90 days from the last date of receipt of bid.
 14. The Earnest Money Deposit shall be forfeited if the bidder withdraws his bid during the period of bid validity or if any information or document furnished by the bidder turns out to be misleading or untrue in any material facts.
 15. The purpose of this DNIT is to provide the bidder with information to assist the formulation of the proposal. This DNIT does not purport to contain all information which each bidder may require.
 16. The bidder should conduct its own investigations and analysis about the general/ physical condition of prefab structures available at Panjtarni Camp site as these prefab structures are in use for many years and should check the accuracy, reliability and completeness of the information in this DNIT and wherever necessary obtain independent advise from appropriate sources. SASB shall make no warranty and shall incur no liability under any law, statute, rules or regulations on this account.

17. The bidder is advised in its own interest, to visit the site of operation or obtain information about the site on its own before submitting the bid.
18. CEO, SASB may, in its absolute discretion, but without any obligation to do so, update, amend or supplement the information in this DNIT.
19. The bidder shall bear all costs associated with the preparation and submission of his bid and the SASB shall, under no circumstances, be responsible for such costs, regardless of the outcome of the further proceedings to select successful bidder.
20. It would be deemed that by submitting the bid, the bidder has made complete examination of the DNIT, received all information requested from SASB and made complete examination of the various aspects of the scope of work.
21. Canvassing in connection with bids in any form is strictly prohibited, and if resorted to, will render the bidder disqualified and the Earnest Money Deposit shall stand forfeited.
22. To facilitate evaluation of bid, CEO/ Additional CEO, SASB may, at its sole discretion, seek clarification from any bidder regarding the bid. The request for such clarification or substantiation and the response shall be in writing by facsimile or email or by any other means. No material change in the substance of the bid would be permitted by way of such clarification/ substantiation. CEO/ Additional CEO, SASB may also call the bidders for negotiating the royalty amount offered or any other Terms and Conditions of Agreement.
23. Any contact with the Press about any matter connected with the current bidding process may lead to disqualification of the bidder.
24. The CEO, SASB may, at his discretion, extend the deadline for submission of bids in which case all rights and obligations of the Shrine Board and bidder will be the same.
25. The eligible highest bidder shall be issued a 'Letter of Intent (LoI)' and asked to deposit the Royalty amount within 10 days from the date of receipt of the 'LoI' and to execute the Agreement with CEO, SASB, or his authorized representative, within 15 days from the date of receipt of the 'LoI'.
26. On receipt of the Royalty amount in full and execution of the Agreement within the stipulated period, the 'Letter of Award (LoA)' shall be issued in favour of the successful bidder for Renting and Housekeeping Operations of Prefab Huts for Yatra 2018.
27. The Earnest Money Deposit of the successful bidder shall be forfeited and 'Letter of Intent (LoI)' issued in his favour may be withdrawn if he fails to:
(i) deposit the Royalty amount mentioned in the 'Letter of Intent' within 10 days from the receipt of the 'Letter of Intent'; and, (ii) sign the Agreement

Signature of the bidder with seal)

with CEO, SASB, or his authorized representative, within 15 days from the receipt of the 'Letter of Intent'.

28. The Earnest Money Deposit of the unsuccessful bidders shall be released after the issue of 'Letter of Award' in favour of the successful bidder and the Earnest Money Deposit of the successful bidder shall be treated as Security Deposit.
29. The CEO, SASB is not bound to accept the highest or any bid and may, at any time, by notice in writing to the bidders, terminate the bidding process. Any enquiry after the submission of bid will not be entertained.

B. Terms and Conditions of Contract

1. The eligible highest bidder (hence forth called as agency) shall be issued a 'Letter of Intent (Lol)' and asked to deposit the Royalty amount within 10 days from the date of receipt of the 'Letter of Intent' and to execute the Agreement with CEO, or his authorized representative, within 15 days from the date of receipt of the 'Letter of Intent'.
2. The agency shall have to deposit the full Royalty amount within 10 days of the receipt of 'Letter of Intent' and execute the Agreement within 15 days of the receipt of 'Letter of Intent', failing which, without any prior notice: (i) his Earnest Money Deposit shall be forfeited; (ii) the 'Letter of Intent' issued in his favour shall be withdrawn; and (iii) the 'Letter of Intent' shall be issued to another bidder or any other firm whom the CEO deems fit.
3. The General Manager (Works), SASB through his authorized representative shall hand over the huts/ rooms to the agency/ his representative, hut-by-hut, **five days before the commencement of the Yatra (i.e. on 23.06.2018)** against proper receipt the acknowledgement of which would be a token of satisfaction about actual physical status of huts as per DNIT. The agency or his authorized representative shall also sign the inventory of the items taken over from the authorized representative of General Manager (Works) room by room while taking over the Prefab huts. In case of reduction in number of Huts/ Rooms for any reason whatsoever the agency will be given proportionate refund of Royalty subsequently on written information from General Manager (Works) and the agency shall not be entitled to any compensation/ damage from SASB whatsoever on this account.
4. The Shrine Board shall not be responsible for loss of revenue to the agency in the event of suspension of Yatra - 2018 on any day(s) due to;
 - i. Inclement weather and/or natural disasters.
 - ii Local disputes (manmade or otherwise).
 - iii Unforeseen circumstances or any other reason(s).
 - iv Less number of Yatris turning up for the Yatra
 - v Less number of huts being made available by SASB to the successful agency.

5. G.M. (Works), SASB through his representative shall take over the actual/ physical possession of their rooms/ huts **within 48 hours from the date of efflux of the Yatra (i.e. 28.08.2018)**. However, the validity of the Contract shall be from the date of signing the Agreement till the time SASB releases the Earnest Money Deposit (EMD) treated as Security Deposit after issue of 'LoA'. If the agency fails to turn up to handover the huts within the above prescribed deadline, the agency shall be liable to compensate the Board to the tune of Rs 10,000/- per day, without prejudice to the rights of the Board.
6. The allotment of beds shall be done by the agency on first come first serve basis only.
7. The agency shall at all times ensure cleanliness of the rooms, bedding, and the attached toilets. The agency shall be responsible for timely change and washing of linens, bed-covers, pillow-covers every day and the cost of the same shall be borne by the agency.
8. The following items shall be provided by the agency in each of the rooms for use by the Yatris:
 - i. 1 camp cart of standard size for each bed
 - ii. One Cotton Mattress for each bed
 - iii. One Bed sheet for each bed
 - iv. One Pillow for each bed
 - v. One Razai / Quilt for each bed
 - vi. One Blanket for each bed
 - vii. One small side Table for each bed
 - viii. 1 Jug, 1 glass for each bed
 - ix. One Bucket, One Mug, One Soap for each bathroom
 - x. One dustbin for each room
 - xi. Looking glass for each room

(Items as listed above shall comply to standard specifications)
9. The agency will be responsible for segregation of bio-degradable and non-biodegradable waste. All non bio-degradable generated shall be collected and properly dumped at designated garbage collection site for further disposal.
10. The agency shall under no circumstances, demand a tariff for the use of beds, exceeding the rates prescribed as under and the tariff shall be properly displayed/ written with paint on the door of each hut:

S. No.	No. of Rooms	No. of beds per Room	Total No. of beds	Tariff per bed for a maximum period of 24 hours
1.	05	08	40	Rs 300/-

11. Any voluntary reduction in tariff by the agency due to market considerations will not have any impact on the royalty amount paid to the Shrine Board and the agency would not be entitled to any proportionate refund or compensation from the Shrine Board on this account.

12. The agency shall;
 - i. Provide accommodation to registered Yatris only.
 - ii. issue booking slips to the Yatris which should indicate the serial number and registration number of Yatra permit.
 - iii. maintain full record of Yatris in proper register indicating the date, booking serial number, name of Yatri, his/ her complete address, contact number, Yatra permit number, time of stay (in hours), hut number/ bed number and amount charged bed-wise.
13. All the record would be made available to the representatives of the Shrine Board, as and when demanded and handed over to FA/ Chief Accounts Officer, Shri Amarnathji Shrine Board after the conclusion of Yatra - 2018. The authorized representative from the SASB may conduct surprise checks to ensure against any overcharging or any breach of the terms and conditions of the Agreement.
14. Misuse of logo of Shri Amarnathji Shrine Board is prohibited and liable for penal action.
15. Advanced booking shall be permitted in respect of the beds available at Panjarni Camp and the remaining beds, if available, shall be utilized for on-spot booking. Advance booking must commence from the day SASB announces the schedule and duration of Yatra - 2018 through print/ electronic media. From the aforesaid day of announcement, the agency shall notify/ advertise its office address (with telephone numbers and details of contact person of the Firm) through print media and the agency's website.
16. The agency shall provide at-least one attendant for every four rooms for fetching Hot Water and for providing other necessities like tea to the occupants at a rate to be fixed by the Deputy Commissioner Anantnag. The agency shall ensure good conduct of its attendants deputed at the huts.
17. i) The agency shall ensure installation of a suitable fire extinguisher at every room or a 50 liter Soda Acid fire extinguisher for a group of every 10 huts in Camp, failing which a penalty of Rs. 5,000 will be imposed for each such instance of violation, in addition to any other penalty provided for violation of Terms and Conditions of the Agreement.

ii) Fine upto Rs. 2,500 per instance shall be imposed in case the agency does not provide items as per scale prescribed under these 'Terms and Conditions'. This fine shall be in addition to any other penalty prescribed under these 'Terms and Conditions'.
18. The agency shall arrange to provide the drinking water from the water purifiers installed by Shri Amarnathji Shrine Board, at no cost to the Yatris, staying in the rooms.

19. The agency shall make the standby temporary lighting arrangements viz., petromax, emergency lights etc, for the convenience of the Yatris. The Shrine Board shall not be responsible for making arrangements for alternate power supply in case of a power failure or low voltage conditions in the Camp. The agency shall provide CFLs in each room of the huts, at its own cost. The cost of electricity consumed in the huts shall be paid by the Firm within 45 days of the conclusion of the Yatra and obtain NoC from PDD and submit it to FA/ CAO, SASB failing which the amount of Electricity consumed for these Out-source Huts shall be deducted from the Security Deposit of the agency.
20. The agency shall at all times ensure cleanliness and hygienic conditions in and around the huts.
21. During the course of Agreement, if any of the agency's personnel is found to be indulging in any malpractice or conduct inimical to the interest of the Yatra / Shrine Board, breach of Terms & Conditions of Agreement including any corrupt practice, CEO, SASB shall have the option of terminating the Agreement and make such alternate arrangements as deemed proper for smooth running of Shri Amarnathji Yatra. In the event of CEO, SASB terminating the Agreement, the agency shall not be entitled to any refund of royalty or payment of compensation. The Earnest Money Deposit shall also be forfeited in such circumstances.
22. In the event of any loss being caused to the Shrine Board as a result of any lapse on the part of the agency or personnel engaged by him, duly established after an enquiry conducted by the CEO, SASB or his authorized representative, the said loss will be recovered from the agency up to twice the value of the loss. In such matters, the decision of CEO, SASB shall be final and binding on the agency.
23. The CEO, SASB shall be at liberty to suspend the arrangement due to any *Force Majeure* conditions such as Government regulations, wars, Court Orders, accidents creating disturbed conditions, terrorist activity, strikes/ riots, civil commotion etc.
24. The Shrine Board (SASB) shall not be liable for any consequence arising out of any accident, incident, mishap, court order, stoppage of work due to local dispute or any event relating to the Renting and Housekeeping Operations of the agency, who shall be solely and exclusively liable for any injury, damage or liability of any kind arising out of their operations.
25. The Earnest Money Deposit (EMD) treated as Security Deposit after issue of 'LoA' will be released after the culmination of Yatra - 2018 to the agency, after deducting outstanding amount if any, recoverable. The Security Deposit will be subject to forfeiture in case of violation of any of the Terms and Conditions of the Agreement.
26. The CEO/ Additional CEO, SASB shall be at liberty to cancel the Contract by giving three days notice, in case of violation of any condition of the Contract. However validity of this Contract shall be from day of signing of the

Signature of the bidder with seal)

Agreement till the time SASB releases the Earnest Money Deposit treated as Security Deposit after issue of 'LoA' of the Agency. CEO, SASB shall be at liberty to extend the Contract period by another year if necessary, which will be an absolute and unconditional discretion of the CEO, SASB.

27. All disputes and differences arising out of and relating to the Agreement, including interpretation of its Terms and Conditions and expression employed thereto during the currency of the Contract period shall be resolved through joint discussions between CEO, SASB, or his representative and the Contractor. However, in the event of disputes not being resolved by joint discussions, the matter will be referred to a sole Arbitrator only to be nominated by the Chairman, SASB (Hon'ble Governor, J&K), whose decision shall be final and binding on all the parties. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of Agreement, the agency shall not be entitled to suspend the service to which the dispute relates until CEO, SASB decides otherwise. The arbitration proceedings will be held at Srinagar/Jammu only. The arbitration proceedings shall be governed by the provisions of the J&K Conciliation and Arbitration Act, 1997, as amended from time to time. The decision/ award of the arbitrator shall be binding upon both the parties.
28. The Courts in Jammu and Kashmir will have the exclusive jurisdiction to try all disputes, if any, arising out of this Agreement between the parties.

C. **SCHEDULE- A**

**FORMAT FOR BACKGROUND OF THE
HOTEL/ RESTAURANT OWNER
(Shri Amarnathji Yatra - 2018)**

The Bidder is advised to give necessary information required against all the fields.

1. Name of the owner of the agency: _____
Registration No.: _____
(Proof of ownership/ Registration Certificate)
2. Name: _____
Address: _____
E-mail: _____
Phone no/ mobile no. for Correspondence: _____
3. Is your agency holding
Valid registration: _____
(please attach copy)
4. ISO 9001-2000 certification Or any
other accredited certification duly supported
with documentary proof. _____
5. GSTIN. (Please attach copy of Registration) _____
6. Annual turnover relating to housekeeping operations
for the last three years as per latest audited balance
sheet, a copy whereof to be enclosed. _____
7. Details of Earnest Money Deposit: _____
(Panjtarni Camp Rs. 0.50 lakh)
8. Details of payment of cost of DNIT _____
9. Number and types of items offered:
1 camp cart
Cotton Mattres
Bed sheet
Pillow
Razai / Quilt
Blankets
Small side table
Jugs, glasses
Bucket, Mug

Signature of the bidder with seal)

10. Total staff strength:
 (i) Supervisors: _____
 (ii) Helpers: _____
 (iii) Cleaners etc: _____
11. Past experience (last 5 years) with details of existing operations: _____
12. List of safety/ fire extinguisher equipments etc. to be provided: _____
13. List of existing clientele: _____
14. Whether Terms & Conditions as per "General Terms and Conditions for Renting and Housekeeping of SASB Prefab Huts" are fully acceptable. _____
15. Will total work be handled by Bidder, If not, give details of work to be out sourced: _____
16. Confirmation that Bidder is willing to abide by the terms laid down in the DNIT. _____

Signature _____
 Name _____
 Designation _____
 Date _____
 (Authorized Signatory)

D. **SCHEDULE-B**

BID FORMAT

Yatra 2018

The Bidders are required to invariably quote Royalty amount on lump-sum basis for Panjtarni Camp he is interested in bidding, both in figures and in words failing which their Bid is liable to be rejected.

Tender Document Sr. No. _____

<u>Camp</u> (fill whichever is applicable)	Royalty (in figures)	Royalty (in words)
1. Panjtarni Camp		

Booking Cancellation Policy:

- i. Full refund in case Yatri cancels his booking 24 hours prior to date of booking. (1700 hours).
- ii. 50% refund in case Yatri cancels his booking 12 hours prior the date of booking (1700 hours).
- iii. No refund in case Yatri cancels his booking between 0-12 hours prior to date of booking (1700 hours).

We also accept all conditions/ provisions mentioned in the Detailed Notice Inviting Tender without any reservations.

In case we are issued Letter of Intent (LoI) to execute the work, we agree to pay the Royalty mentioned in the Letter of Intent within 10 days from the date of the receipt of LoI and shall also execute Agreement with CEO, SASB or his authorized representative within 15 days of the receipt of Letter of Intent.

We also accept that we may be handed over fewer huts (including no huts at all/ at any/all the location) than those indicated in the DNIT and this handing over of huts may happen just prior to the commencement of Yatra 2018.

Signature _____

Name _____

Designation _____

Date _____
(Authorized Signatory)

Signature of the bidder with seal)