

DISTRICT RURAL DEVELOPMENT AGENCY:SUBARNAPUR

Quotation Call Notice

No. 1745 dated 30-03-2021

Quotation in closed covers are invited from the intending individual/firms for management of Yatri Niwas, Sonapur on lease basis for a period of 5(Five) years. The upset bid amount for first year is Rs.75,000/-only per year. The details terms and condition for filling of sealed quotation for management of Yatriniwas is as follow:-

1. The last date of receipt of Quotation is 08.04.2021.
2. The rate quoted must be more than the upset price . i.e. Rs.75,000/-(Rupees seventy five Thousand).
3. The quotation must be accompanied with a bank draft drawn in favour of Project Director, DRDA, Subarnapur for Rs.30,000/-only payable at SBI, Main Branch Sonapur towards security deposit. The Security Deposit will be returned to the unsuccessful bidders after finalization of the quotation. The Security Deposit of the successful bidder will be retained at this office till completion of the lease period conforming to the terms and conditions of the lease.
4. The successful bidder has to execute an agreement with the undersigned.
5. The quotation is to be submitted with the following documents:-
 - A. Copy of Registration Certificate of the firm.
 - B. Copy of income tax return for last financial year i.e. 2018-19.
(Individual/Firm)
 - C. Copy of PAN card. (Individual/Firm)
 - D. Bank statement copy for last six months. (Individual/Firm)
 - E. Copy of voter ID card/ Aadhar Card of the proprietor. (Individual)
6. Quotations duly signed by the bidder should reach the office of the **Project Director, DRDA, Subarnapur** through **registered post/speed post by 08.04.2021** and the same will be opened at 6.00 P.M. on 08.04.2021 in the office chamber of the



Project Director, DRDA, Subarnapur before the committee in presence of the quotationers or their nominee.

7. The detail terms & conditions for management of Yatri Niwas are at Annexure-A which is also available in the district website i.e. www.subarnapur.nic.in.
8. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.
9. Sealed quotation is to be submitted by Registered / speed post only to the Office of the Project Director, DRDA, Subarnapur.



Project Director,

DRDA, Subarnapur

**Project Director
D.R.D.A, SUBARNAPUR**

Memo No. 1746 **Date 30-03-2021**
Copy to Office Notice Board for information of all concerned.

Copy to the District Informatics Officer, NIC, Subarnapur. He is requested to hoist the notice in the District Web site.

Copy to the District Information and Public Relation Officer, Subarnapur with a request to display it in their notice board for wide publication.

Copy to the Sub-Collector, Sonapur / Birmaharajpur for information and they are requested display it in their notice board.



Project Director,

DRDA, Subarnapur

**Project Director
D.R.D.A, SUBARNAPUR**

ANNEXURE-I

Terms & Conditions for Management of Yatri Niwas, Sonapur

1. That, the Second Party shall bear the maintenance cost like room maintenance, housekeeping, electricity and water charges and other statutory dues. He will submit the original payment receipt to DRDA on monthly basis.
2. That, the second party will engage personnel for front Desk Management, kitchen, housekeeping and other services.
3. For Govt. officials accommodation /programmes following rates will be charged by the lessee on recommendation from APD, Finance / PD,DRDA.

A	Non-AC Room	Rs.400/- per day
B	AC Room	Rs.500/- per day
C	Conference Hall	Rs.2000/- per day
D	Entire Premises	Rs. 5000/- per day

4. That, a minimum of two rooms (one AC & one non-AC) shall be reserved for the use of Govt. Officials at the notice of one day. A minimum of notice of 7 days, the entire facility may be kept for Govt. programs, if the need arises.
5. That, the second party shall be responsible for the maintenance of the premises, equipments, furniture and fixtures and shall ensure that it is not broken or misused at any point of time. Loss towards any damage of Govt. property will be recovered from the lessee.
6. That, the Second party shall deposit the quoted amount on the day of agreement.
7. That the agreement for running of Yatri Niwas shall be valid up to a period of 05 (Five) years. The agreement is terminable at any time by the PD, DRDA or Collector, Subarnapur, if any violation of the agreement is noticed, giving 15 days notice. The agreement can also be cancelled immediately in the case of any gross violation of terms and conditions

which will be obligatory on the part of the Second Party to hand over all the charges to the 1st party.

8. That, the Second party will furnish an interest free security deposit of Rs.30,000/- (Rupees Thirty Thousand) only which is refundable on the expiry of the period of agreement. Outstanding dues, if any liable to be charged from the Second Party shall be deducted from the security amount at the end of agreement. In this regard the decision of APD, Finance, DRDA shall be final.
9. That the minimum number of personnel under different category to be engaged shall be as follows and their cost shall be borne by the Second party.
 - i. Front Desk Manager -01 persons
 - ii. Housekeeping (1 person) who will also look after the maintenance of the garden.
10. That, the second party shall be free to sell/supply food items (except alcoholic beverages) to outsiders at his own cost. The second party shall bear the expenses towards cooking materials etc of his own.
11. That the maximum payment for menu for Govt. servants occupying the Yatri Niwas shall be given as decided by the Administration and the Second Party will be free to decide menu and charges for other items for outsiders.
12. That the Second Party shall maintain quality and hygienic standard in all respect. The engaged person shall be provided with uniform by the Second party and he shall ensure neat and clean towels, bed sheets and other such items provided on regular basis.
13. That, the Second party shall take efforts for marketing of the facility to attract tourist and others.
14. That, any furniture, fixtures/equipments damaged by the Second party, the cost shall be borne by him.
15. That, the Second Party shall be responsible for disciplined, proper conduct of its staff & their entitlement.

16. That, the second party shall at all time be responsible for maintaining due records of the proceeds and booking which shall be liable for checking at any point of time by the APD, Finance ,DRDA or any authorized representatives.
17. That, the Second Party shall be held responsible for any illegal use of the premises by the occupants.
18. That, consumption of alcohol in any form or any other toxic items in the premises is strictly prohibited.
19. That, the second party shall provide the crockery and other utensils approved by First party at his own cost. He will at all times maintain proper stock of the bedding, linen, bulbs and others consumables items.
20. Cleaning of toilets and rooms and premises on a daily basis shall be ensured by the Second Party.
21. In case of financial loss, the Second party will not be claim any compensation/what so ever.
22. That, the expenses towards advertisement of Yatri Niwas will be borne by the Second Party.
23. That, the Second Party shall abide by all relevant labour and others laws for engagement of its staff and suitably pay them. Administration will not be responsible for the same in any manner.
24. That the Second Party will maintain the ground and gardens pertaining to the Yatri Niwas in the condition in which they are at present. The Second party will improve and maintain the ground and gardens on his own cost.
25. That, the Second party will not be allowed to sub-lease the Yatri Niwas to any third party.
26. That, the terms and conditions are liable to be modified at any point of time by the order of the Collector, Subarnapur.

IN WITNESS WHERE OF the parties here to and hereby put their hands the day, month and year first above written.

Name & Designation and address
Signature of the (Second Party)

In the presence of the witness

1. Name.....
Address.....

Project Director
DRDA, Subarnapur (First party)

In the presence of the witness

1. Name.....
Address.....

PROFORMA FOR FINANCIAL BID

Name of the Person/Firm	Pan Card No.(Attached Copy)	Voter ID/Aadhar Card No. (Attached Copy)	Bank transaction Statement of last 06 month (Attached Copy)	Income Tax returned last year.(Attached Copy)	Quoted Price (Amount in Indian Rupees)
	(1)	(2)	(3)	(4)	(5)

Signature of the Bidder