

POLICE HEADQUARTERS



J&K JAMMU/ SRINAGAR

JAMMU

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**NOTICE INVITING OFFERS**

**Subject:- Hiring of Hotels/Guest Houses for Annual Darbar Move/ Non Move 2019-20.**

Sealed offers affixed with revenue stamp worth Rs.10/- on the prescribed format (enclosed) alongwith requisite documents are invited from the private Hoteliers/Guest House owners, registered with the Tourism Department and are willing to rent out their Hotels/Guest Houses to the Police Department for a period of six months for accommodating move employees w.e.f. May to October 2019 and for a period of one year in case of non-move employees w.e.f. May, 2019 to April, 2020 at Srinagar. Copies of NIO can be downloaded from J&K Police website (www.jkpolice.gov.in) **The offers completed in all respect shall be submitted at Police Hqrs. J&K Jammu against the Govt. Receipt of Rs.1500/- in cash (non refundable) on all working days till 15<sup>th</sup> of February, 2019.** In case, the last date of receipt is declared as holiday, the next working day shall be the last date for receipt of the offers.

The Hotels/Guest Houses shall be hired only after getting necessary security clearance /physical inspection by the team of PHQ and in accordance with suitability/requirement /fulfillment of other terms and condition as contained in the proforma.


***The DGP, J&K reserves the rights to reject any offer without assigning any reason thereof.***

  
(Shailender Singh) JKPS  
AIG (Buildings)  
For Director General of Police,  
J&K Jammu.

No.BD/Hotels/28/ **390-405**  
Dated: **23**/01/2019

Copy for information to the:-

1. Principal Secretary to Govt., Home Department Civil Secretariat J&K Jammu.
  2. Commissioner /Secretary to Govt. Estates Department, Civil Secretariat J&K Jammu.
  3. ADGP, Security J&K Jammu.
  4. IGP, Kashmir Zone Srinagar.
- ..for favour of kind information.
5. AIG (Communication) , PHQ with the request to liaise the concerned for publishing NIO in two local dailies of Jammu and Srinagar.
  6. SO, IT Centre PHQ alongwith copies of NIO/ Terms & Conditions for keeping the NIO available on J&K Police Website.
  7. Notice board.
  8. File for record.

  
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## PROFORMA

1. Name of the Hotel/Guest House.....
2. Location.....
3. Name of the Proprietor/Managing partner.....
4. Bank Detail:-
  - a) Name of Bank.....
  - b) Bank Branch .....
  - c) 16 digit a/c No. ....
  - d) IFS code .....
5. Tourism Registration Certificate valid till.....
6. FSSAI valid till .....
7. GST Registration No. ....
8. Latest GST deposit date . ....
9. PAN No. ....
10. Floor wise rooms offered.
  - a. Ground floor with room Nos.....
  - b. 1<sup>st</sup> floor with room Nos. ....
  - c. 2<sup>nd</sup> floor with room Nos. ....
  - d. 3<sup>rd</sup> floor with room Nos. ....
  - e. 4<sup>th</sup> floor with room Nos. ....


**Total number of rooms offered .....**
11. Whether all the rooms having attached bathrooms with hot and cold water facility.....
12. Mode of power backup facility.....
13. Drinking water facility (water purifier must).....
14. Whether lawn/garden is available if yes, size of lawn/ garden .....
15. Whether parking space is available if yes, size of parking space.....
16. Whether the building is utilize for purpose of hotel or part of it is rented out to some other party. If yes, details of other parties.....
17. Terms and conditions appended with offer form accepted.

Signature of Hotel/Guest House Owner with seal  
Mobile No. i)  
ii)

## TERMS AND CONDITIONS.

1. Offer should be accompanied with the following documents (**self attested**)
    - a. Valid Tourism Registration Certificate/Room Strength from Tourism Department.
    - b. GST clearance certificate from Commercial Taxes Department.
    - c. Food License from Competent Authority (FSSAI).
    - d. PAN Card.
    - e. Sixteen digits Bank Account No. of Registered Holder/ Proprietor.

**Note:- Any offer without above mentioned pre-requisites shall not be entertained.**
  2. The offer shall specifically mention the floor wise room Nos. intended to be offered.
  3. An offer must be put in properly sealed envelope strictly as per the condition given in the offer.
  4. The Hotelier shall sign each page in token of the acceptance of terms & conditions.
  5. Halls of Hotels/Guest houses are not required by the department.
  6. Conditional offers are not acceptable.
  7. Every room offered shall have adequate furniture/furnishing/hot water facilities by way of geysers/boilers and television installed.
  8. The hotelier has to arrange food for employees as per approved menu of the Deptt.
  9. Hoteliers/Guest House owners shall ensure cleanliness including washing linen.
  10. Hoteliers/Guest House owners shall ensure daily housekeeping of rooms and bathrooms.
  11. The hiring of hotel can be repudiated at any time if the services are not made to the best satisfaction of the allottees/department.
  12. The Hotel/Guest House shall be hired after inspection by the team of officers constituted by the PHQ and subject to clearance by the Security Agency.
  13. The room rent/catering charges will be paid by the Department as per approved rate structure.
  14. Proper power supply shall be made available with availability of Generator in case of power failure.
  15. **DGP J&K reserves the right to accept or reject any offer/all offers without assigning any reason thereof.**
  16. In case two or more complaints are received against the Hotel/Guest house and the same no. of notices served to the Hotel/Guest house. The Hotel/Guest house will be de-hired without further notice.
  17. Taxes as applicable under rules shall be deducted from the bill of the hoteliers.
  18. Lodging facilities shall include drinking water facility also with a water purifier.
  19. The necessary provisions of food safety and standard (licensing and registration of food business) Regulation, 2011 shall be implemented.
  20. The Hotelier shall install Fire Extinguisher (floor wise) in the Hotel/Guest House.
  21. The Hotelier shall install CCTV cameras at the reception/main entrance of the Hotels/Guest Houses.
  22. The Hotelier having tourism registration upto 10 rooms, 20 rooms, 30 rooms and above shall install at least 01,02 and 03 Nos. water purifier respectively in their hotels/guest houses.
- Other conditions for the hotels/guest houses for non-move period i.e. Nov. to April.**
23. Hotels hired for non-move period November-April shall have to provide a discount of 32% on lodging and 4% on boarding for winter session.
  24. Adequate number of quilts and Electric blankets be provided to the occupants (employees) to ensure there is no complaint.
  25. Providing of hot water bottles on demand.
  26. Hot water facility throughout winter by way of Gysers in bathrooms or centralized boilers feeding the bathrooms.
- Note:-If tourism Registration /FSSAI/ any other document expired within the hiring period, the renewed may be submitted in due course of time.
- All the Hoteliers who are willing to offer their Hotels shall bring original documents for authentication at the time of submitting offers.

  
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