



**GUWAHATI DIVISIONAL OFFICE**  
S. S. Road, Fancy Bazar, Guwahati-781001

### **TENDER NOTICE INVITING QUOTATION**

Sealed Quotations subscribing as “QUOTATION FOR ACCOMMODATION SERVICE TO ZTC, GUWAHATI EXTENSION, LIC OF INDIA” are invited from the reputed Hotels situated at Panbazar/ Fancy Bazar/ Paltan Bazar/ Ulubari/ Machkhowa and Baralumukh area for making available good accommodation/ rooms ( either single or double- bedded) with all usual amenities for the participants of LIC of India, Zonal Training Center ( Extension), Jeevan Nivesh Building, 4<sup>th</sup> Floor, S.S.Road (near Panbazar over bridge), Guwahati-1 , on contractual basis with the following specification.

#### **TERMS & CONDITION**

1. Term of the contract (period)- 2 (Two)years with a provision of extension for 6( six) months on office exigency and subject to satisfactory services provided during contractual period.
2. Rooms are to be on single/ double occupancy basis with AC provision.
  - a) Quotation should specify a package on the basis of single or double occupancy rate per head per day that is inclusive of all charges i.e. tariff, bed tea, breakfast, dinner, other services ( amenities like pure drinking water etc.) and all types of taxes.
  - b) In case of single female occupancy, a separate accommodation to be made available either single or double bedded room.
3. Number of rooms required shall be on actual attendance/occupancy basis.
4. Availability- Hotels to confirm accommodation within a notice of 48 hours.
5. Facilities : Attached bathroom/ toilet, should be cleaned on day to day basis. Basic toiletries i.e. Soap, Shampoo, tooth brush, towels and sleepers to be provided. Bed sheets and towels to be changed on regular basis and kept clean.
6. Standard Breakfast :
  - 1) Bread Butter, 2 (two) eggs, Banana, Cornflakes with milk, tea/ coffee  
or
  - 2) Puri Sabji, 2 (two) eggs, Banana, Cornflakes with milk, tea/ coffee
7. Standard Dinner :
  - 1) Veg : ( Chapati/ Rice, Mix veg, Paneer, Papad, Dal, Salad)
  - 2) Non Veg : (Chapati/ Rice, Chicken or Fish, Mix veg, , Papad, Dal, Salad)\* Dinner on check in the preceding date of training date and breakfast on the check out following the training date.
8. Payments would be on actual number of rooms utilized.
9. Documents to be attached- Trade License, GST Registration & PAN card.
10. Inspection Committee report on all bidders shall be one of the main factor to technically qualify for participating in financial bid proceed.
11. An agreement will be executed on acceptance of the rate of the successful bidder.
12. Last date of submission..17.12.2024 , 5.30 pm.
13. Tender Fee- Quotation should be accompanied with a deposit receipt or tender fee of tender fee of Rs.100/- (Rupees One Hundred only) to be deposited at the cash counter of LIC, Guwahati D.O. Fancy Bazar.
14. Earnest Money deposit by Demand draft of Rs. 25000.00( Rupees twenty five thousand only) favoring LIC payable at Guwahati.
15. Rate to be quoted as a package(inclusive of all taxes and charges) for one individual on the basis of above and payment will be subject to actual number of our occupants. An agreement would be entered in to on acceptance of the rate of the successful bidder.
16. Sealed quotation along with EMD (DD) & tender fee receipt to be dropped in the Tender Box placed in OS Deptt., 4<sup>th</sup> floor Floor , Jeevan Prakash Building ,LIC, S S Road, Fancy Bazar, Guwahati-781001. No commission or brokerage will be paid for the purpose and the right to reject any or all the offer without assigning any reasons whatsoever has been reserved.
17. Senior Divisional Manager, LIC Guwahati Divisional Office reserve s the right to alter, modify or cancel any or all the conditions at any time during the tender process. The decision of the competent authority shall be final and binding in this matter.

Sr. Divisional Manager  
LIC of India  
Guwahati Division

