

**HQ J&K Police,
Jammu.**

Dt. 19 Feb 2025

No. BDH-01/Summer/Hiring/2025/ 805-14


Notice Inviting Offers

Subject: Hiring of Hotels/Guest Houses for Summer Session / Winter Session 2025-26 at Srinagar.

Sealed offers affixed with revenue stamp worth Rs. 10/- on the prescribed format (enclosed) along with requisite documents are invited from the private Hoteliers/Guest House owners, registered with the Tourism Department and are willing to offer their Hotels/Guest Houses to the J&K Police Department for a period of six months for accommodating employees of Police Department w.e.f May to October 2025 and for a period of one year in case of winter session 2025-26 w.e.f November 2025 to April 2026 at Srinagar. Copies of NIO can be downloaded from J&K Police website www.jkpolice.gov.in. *The offers completed in all respects shall be submitted at Police Headquarters J&K Jammu / Incharge Camp Office PHQ Peerbagh, Srinagar against the Government Receipt of Rs. 1500/- in cash (non-refundable) on all working days till 10th of March-2025. 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/FASSI Clearance/Tourism Registration Validation Verification/Physical Inspection by a team constituted by PHQ J&K 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.



Ankit Bhasin
AIG-B
For DG-P

CC

- i. Financial Commissioner (ACS) Estates Department J&K
- ii. Principal Secretary Home Department J&K
- iii. IGP Kashmir Zone, Srinagar
- iv. IGP Security J&K, Jammu

..... all for favour of kind information.

- v. AIG (Communication) HQ, with the request to liaise with concerned for publishing NIO in two local dailies of Jammu and Srinagar.
- vi. SO Portal HQ along with copies of NIO/Terms & Conditions for uploading the NIO on J&K Police Website.
- vii. Incharge Camp Office PHQ Peerbagh, Srinagar
- viii. Incharge Main Gate HQ J&K Jammu
- ix. Notice board.
- x. 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 license valid till
7. GST Registration No.
8. Latest GST deposit date.....
9. PAN No.
10. Total No. of rooms registered with the Tourism Department.....
11. Floor wise rooms offered.
 - a. Ground floor with room Nos.....
 - b. 1st floor with room Nos.
 - c. 2nd floor with room Nos.
 - d. 3rd floor with room Nos.
 - e. 4th floor with room Nos.
- Total number of rooms offered**
12. Whether all the rooms have attached bathrooms with hot and cold water facility..... (Yes/No)
13. Mode of power backup facility.....
14. Drinking water facility (water purifier must).....
15. Whether lawn/garden is available if yes, size of lawn/ garden
16. Whether parking space is available if yes, size of parking space.....
17. Whether the building is utilized for purpose of hotel or part of it is rented out to some other party. If yes, details of other parties.....
18. Terms and conditions appended with offer are accepted.



Seal & Signature of Hotel/Guest House Owner
Mobile No. i)
ii)

Terms and Conditions:-

1. Offer should be accompanied with the following documents (**self attested with seal**)
 - a) Valid Tourism Registration Certificate mentioning therein registered no. of rooms with Tourism Department.
 - b) GST Clearance Certificate from Commercial Taxes Department.
 - c) Valid Food License from Competent Authority (FSSAI)
 - d) PAN Card.
 - e) Sixteen digit Bank Account No. of Registered Hotel / 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. The offer must be put in properly sealed envelope strictly as per the condition given in the offer.
4. The Hotelier/ Guest House owners shall sign each page in token of the acceptance of terms & conditions.
5. Halls of Hotels/Guest Houses are not required to the department.
6. Conditional offers are not acceptable.
7. The hotelier has to arrange food for employees as per approved menu of Estates Department.
8. The Hotel/Guest House owner shall ensure that provision of separate utensils in the kitchen for preparation of food (veg and non-veg).
9. Every room offered shall have adequate furniture viz. 02 chairs & 01 Table/furnishing/hot water facilities by way of geyser/boilers and television installed.
10. Hoteliers/Guest House owners shall ensure cleanliness/ change of linen viz. bed sheet, pillow covers on every weekend.
11. Hoteliers/Guest House owners shall ensure daily housekeeping of rooms and bathrooms. Besides, ensure necessary sanitary items viz. Towel, Mirror, Hand wash, Toilet cleaner & Phenyl also be placed in bathrooms.
12. Hotel/ Guest House owners shall ensure to provide adequate parking slots to occupants.
13. The hiring of hotel shall be repudiated at any time, if the services are not made to the best satisfaction of the allottees/department.
14. 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.
15. The room rent/catering charges will be paid by the Department as per approved rate structure.
16. Hotelier/Guest House owners shall ensure that proper power supply shall be made available with availability of Generator/Inverters, in case of power failure.
17. DGP J&K reserves the right to accept or reject any offer/all offers, without assigning any reason thereof.
18. In case two or more complaints are received against the Hotel/Guest House and the same number of notices served to the Hotel/Guest House, the Hotel/Guest House will be de-hired without further notice.
19. Taxes as applicable under rules shall be deducted from the bills of the hoteliers.
20. The necessary provisions of food safety and standard (licensing and registration of food business) Regulation, 2011 shall be implemented.
21. The Hotelier/Guest House owner shall install Fire Extinguisher (floor wise) in the Hotel/Guest House.




22. The Hotelier/Guest House owner shall install CCTV cameras at the reception/main entrance of the Hotel/Guest House.
23. The Hoteliers/Guest House owners having tourism registration upto 10 rooms, 20 rooms, 30 rooms and above shall install at least 01,02 and 03 Nos. of water purifier respectively in their Hotels / Guest Houses.

Other conditions for the Hotels / Guest Houses for the Winter Session i.e. Nov to April.

24. Regarding Hotels/Guest Houses hired for Winter Session i.e. November to April 2025-26 rebate on account of lodging 32% and on boarding 4% as per Govt. Order No. 129-Est of 2010 dated 12.07.2010, shall apply.
25. Two (02) Number of quilts and (01) Electric blanket be provided to the individual occupant (employee) and to ensure there is no complaint.
26. Providing of hot water bottles on demand.
27. Hot water facility throughout winter by way of Geysers in bathrooms or Centralized boilers feeding the bathrooms.

Note:-All the Hoteliers who are willing to offer their Hotels/ Guest Houses shall bring original documents for authentication at the time of submission of offers.


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AIG-B
DG-P