

**GENERAL ADMINISTRATION AND CONTROL DEPARTMENT  
CHAKMA AUTONOMOUS DISTRICT COUNCIL  
KAMALANAGAR**

NO.D.11027/1/2021-2022/CADC(G)/ 151

Dated Kamalanagar,  
the 26<sup>th</sup> July, 2023.

**NOTIFICATION**

The Executive Committee, Chakma Autonomous District Council is pleased to invite application in plain paper from the interested persons for proposal of housekeeping at the Chakma House located at Hunter Veng, Aizawl comprising (a) Old building 21 rooms, office complex, Reception area, dining area, Dormitories, Conference Hall and (b) Annex building 15 rooms for stay of various dignitaries, officers, staffs and other guests as per terms & conditions given below:-

1. It covers Chakma House old building and annex building, Hunthar Veng, Aizawl.
2. The last date of receipt of application is 4<sup>th</sup> August, 2023 at 2:00 PM.
3. Selection process of contractor and deed agreement shall be completed on 7<sup>th</sup> August, 2023.
4. Application should be submitted addressed to the Executive Secretary, CADC, Kamalanagar.

**Terms and Conditions:**

1. The contract shall be initially for a period of 1 (one) year from the date of award subject to further extension on satisfactory performance. The Executive Committee, Chakma Autonomous District Council shall have the right to terminate the contract forthwith anytime for unsatisfactory performance after one month notice to the lessee.
2. The competent authority, Chakma Autonomous District Council shall be at liberty to reject any application without assigning any reason.
3. The contractor shall be responsible for complying with all rules and regulations issued by the Chakma Autonomous District Council pertaining to the proper management of Chakma House, Aizawl.
4. The Chakma Autonomous District Council will provide the services of room attendant and IVth grade. The contractor shall be responsible for providing services at the reception and other services at the house. Besides, the services of room attendant attached to Chakma House, Aizawl by the CADC authority shall be utilized by the contractor for housekeeping purpose. In this case, the Liaison Officer, Chakma House, Aizawl shall be no obligation in respect of the affairs of such staff.
5. The contractor shall ensure that staff provided by the CADC and person engaged by him/her behave in a discipline and polite manner with the guest at all time.

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6. All the guest rooms are to be maintained involving the areas of services, daily cleaning of the rooms including floor surface, furnitures, windows, toilets etc when the room is occupied and/or when the room is readied for the new guests. Housekeeping services also be provided on call by the guests.
7. The lessee will ensure clearance of all rubbish and the waste generated at their location outlet and ensure safe and quick disposal of all such materials upto the designated waste disposal at his own cost.
8. The lessee shall collect the room rent as per rates approved by the Executive Committee, CADC from time to time. This exclude LO quarter, LO office room, waiting shed for room attendants at the old building of the house, other room allotted for visiting guest Bhante and Caretaker's room.
9. The applicants have to submit financial soundness certificate from Land Revenue & Settlement Department, CADC while submitting the applications to the Executive Secretary, CADC, Kamalanagar.
10. The contractor shall pay Rs. 1,10,000/- (Rupees one lakh ten thousand) only as rent per month to Chakma Autonomous District Council.
11. Payment of water & electricity bills against the property rented out for the said shall be made by the "Lessee" to the appropriate Authority/Department.
12. All the daily services relating to the Chakma House should be accomplished before 10:00 A.M every day without any break or holiday throughout the year.
13. Consumption of alcoholic beverage in the premises of Chakma House is strictly prohibited. Repetition of such violation reported shall make the contract liable for termination. The contractor shall maintain guest register, register of accounts, staff details, payment, voucher etc. The Liaison Officer shall be competent to verify the register as and when required.
14. The contractor shall be responsible for proper maintenance of furniture and fixture etc. belonging to Chakma House.
15. The Contractor should use the necessary material for facility management job.

Sd/-


Chief Executive Member  
Chakma Autonomous District council  
Kamalanagar

Dated Kamalanagar,  
the 26<sup>th</sup> July, 2023.

Memo No. D.11027/1/2021-2022/CADC(G) 151

Copy for information & necessary action to:-

1. The P/S to Chief Executive Member, CADC, Kamalanagar.
2. The P/S to Chairman, CADC, Kamalanagar.
3. The P/A to all EMs/Dy. Chairman/Adviser to CEM/Dy. Chief Whip/President, DSEB, CADC, Kamalanagar.
4. All MDCs, CADC, Kamalanagar.
5. Notice Board.
6. Guard file.

  
(PRONIT BIKASH CHAKMA)  
Executive Secretary  
Chakma Autonomous District Council  
Kamalanagar