

TEA RESEARCH ASSOCIATION (TRA)  
**TOCKLAI TEA RESEARCH INSTITUTE**

Established 1911 | Tocklai, Jorhat – 785 008, Assam, India

# TENDER DOCUMENT

FOR LEASING OF HERITAGE PROPERTY ON REVENUE SHARING BASIS

## BUNGALOW NO. 17

*Tea Heritage Event & Experience Venue*

Tocklai Tea Research Institute Campus, Jorhat, Assam

<b>Tender Reference No.</b>	TTRI/B17-LEASE/2025-26/
<b>Issuing Authority</b>	The Director, Tocklai Tea Research Institute (TRA)
<b>Property</b>	Bungalow No. 17 – Heritage Bungalow (8,000 sq ft) + Lawn (10,000 sq ft)
<b>Ownership</b>	Tea Research Association (TRA)
<b>Location</b>	Tocklai Tea Research Institute Campus, Jorhat – 785 008, Assam
<b>Intended Purpose</b>	Premium Heritage Event Venue, Corporate Retreat, Tea Experience Hub
<b>Financial Model</b>	Revenue Sharing – Events, F&B, Experiences, Retail – with Minimum Guarantee Amount (MGA)
<b>Lease Period</b>	10 (Ten) years with a Lock-in of 5 (Five) years
<b>Renewal</b>	By mutual agreement based on satisfactory performance
<b>Date of Issue</b>	24 <sup>th</sup> April 2026
<b>Last Date for Submission</b>	1 <sup>st</sup> June 2026 at 3:00 PM
<b>Opening of Tenders</b>	4 <sup>th</sup> June 2026 at 3:30 PM
<b>Earnest Money Deposit (EMD)</b>	Rs. 50,000/- (DD in favour of Tea Research Association, payable at Jorhat)
<b>Non-Refundable Tender Fee</b>	Rs. 1,000/- (DD in favour of Tea Research Association, payable at Jorhat)
<b>Contact / Enquiries</b>	R Sharma, Communications Officer, TTRI, Tocklai, Jorhat – 785 008   Mobile : 99571 87443

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## SECTION 1 – OPPORTUNITY OVERVIEW & NOTICE INVITING TENDER (NIT)

No. TTRI/B17-LEASE/2025-26/

Date : 24<sup>th</sup> April 2026

### 1.1 A Unique Heritage Opportunity

Tea Research Association (TRA), acting through the Tocklai Tea Research Institute (TTRI), Jorhat, Assam, invites sealed tenders from reputed hospitality operators, event management companies, experiential tourism companies, and private entities for the leasing and operation of Bungalow No. 17 on the Tocklai campus on a Revenue Sharing basis for a term of 10 (ten) years.

Bungalow No. 17 is a distinctive colonial-era heritage bungalow set within the globally recognised Tocklai Tea Research Institute campus – the world's oldest tea research institution, established in 1911. The property, comprising approximately 8,000 sq ft of bungalow space and a magnificent 10,000 sq ft open lawn, offers a rare and non-replicable opportunity to develop and operate a flagship tea heritage event venue combining Assam's rich tea legacy, colonial architectural character, and premium curated experiences for weddings, corporate retreats, conferences, and cultural events.

### 1.2 Project Vision

***"To establish Bungalow No. 17 as Assam's most coveted heritage event destination – a living symbol of the Tocklai tea legacy, offering world-class experiences in a colonial ambiance overlooking one of India's most iconic tea estates."***

### 1.3 Key Tender Parameters at a Glance

<b>Property Name</b>	Bungalow No. 17, Tocklai Tea Research Institute
<b>Built-up Area</b>	Approx. 8,000 sq ft (heritage bungalow structure)
<b>Lawn / Open Area</b>	Approx. 10,000 sq ft (premium event lawn)
<b>Location</b>	Tocklai Tea Research Institute Campus, Jorhat – 785 008, Assam
<b>Proposed Use</b>	Heritage Event Venue – Corporate Events, Conferences, Retreats, Tea Experiences
<b>Lease Period</b>	10 (Ten) years from date of execution of Lease Deed
<b>Lock-in Period</b>	5 (Five) years – no unilateral termination by lessee during lock-in
<b>Financial Model</b>	Revenue Sharing with Minimum Guarantee Amount (MGA)
<b>Upset MGA (per month)</b>	Rs. 3,00,000/- (bidder to offer at or above this floor)
<b>Security Deposit</b>	12 months' accepted MGA – payable before execution of Lease Deed
<b>Renewal</b>	By mutual agreement on terms to be renegotiated at prevailing market rates

Tender documents may be obtained from the office of the Communications Officer, TTRI, on any working day between 10:00 AM and 4:00 PM on payment of the non-refundable tender fee of Rs.

1,000/-, or downloaded from the TTRI website. Site inspection by appointment is strongly encouraged before submission.

The Director, TRA/TTRI, reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

**Director**

Tea Research Association / Tocklai Tea Research Institute  
Tocklai, Jorhat – 785 008, Assam

## SECTION 2 – THE TOCKLAI HERITAGE ADVANTAGE: STRATEGIC CONTEXT

### 2.1 Why Bungalow No. 17 at Tocklai?

Tocklai Tea Research Institute is not merely an institution – it is a living heritage landscape steeped in 115 years of tea science, colonial history, and Assam's defining identity. Bungalow No. 17, set within this campus and overlooking the estate's working tea gardens, represents one of the most distinctive event and experience venues available anywhere in northeast India. Its heritage architecture, expansive lawn, and the authentic tea ecosystem surrounding it make it a wholly non-replicable asset.

### 2.2 Unique Strategic Advantages

Sl.	Strategic Advantage
1.	World's Oldest Tea Research Institute (est. 1911) – a globally recognised brand synonymous with Assam tea excellence
2.	Authentic colonial-era bungalow with heritage architectural character that cannot be replicated in a purpose-built venue
3.	Set within a live tea estate and campus – guests experience the sights, sounds, and aromas of tea cultivation first-hand
4.	Expansive 10,000 sq ft premium lawn – one of the largest event-quality open spaces in Jorhat, ideal for marquee weddings, outdoor concerts, and corporate events
5.	Strategic gateway location between World Heritage Site – Kaziranga National Park (~85 km), Majuli Island (~20 km), Moidam at Charaideo/UNESCO World Heritage Site (~80 km), and historic Sibsagar (~50 km)
6.	Growing premium wedding market in Assam and northeast India seeking unique, story-driven heritage venues
7.	Rising demand from corporate India for authentic, distraction-free retreat venues for strategy offsites, leadership programmes, and team events
8.	Strong global potential for tea tourism, experiential hospitality, and premium experiential packages for both domestic and international travellers

### 2.3 Market Opportunity

- The premium destination wedding market in Assam and northeast India is growing at over 20% annually, driven by demand for distinctive, heritage, and nature-based venues.
- Corporate retreat and MICE demand from Guwahati, Kolkata, and pan-India corporates is increasing, with limited quality heritage venues available in the Jorhat region.
- Tea tourism is an emerging niche globally; Tocklai's scientific and heritage credentials position it to command premium pricing.
- Event venue hire in premium heritage settings in India commands tariffs of Rs. 2–10 lakhs per event, with further revenue from catering, experiences, and accommodation.
- Proximity to four major heritage and wildlife destinations enables multi-day circuit event packages at premium rates.

### 2.4 Development Concepts – Positioning Options

Positioning Concept	Description & Opportunity
Heritage Wedding Venue	Premium destination weddings leveraging the colonial bungalow, manicured lawn, and garden setting; marquee events for 100–500+ guests

Positioning Concept	Description & Opportunity
Corporate Retreat & Offsite	Executive leadership retreats, strategy offsites, annual conclaves, and MICE events in an exclusive, distraction-free environment
Tea Experience & Cultural Hub	Curated tea tasting events, Assamese cultural programmes, tea festivals, and premium experiential packages for domestic and foreign visitors
Social Event Venue	High-end social functions – milestone celebrations, anniversaries, receptions, alumni gatherings, and product launches
Film & Media Venue	Heritage colonial set for film shoots, documentary productions, fashion shoots, and brand activations

## SECTION 3 – PROPERTY DESCRIPTION: BUNGALOW NO. 17

### 3.1 Overview

Bungalow No. 17 is a heritage colonial-era bungalow situated within the Tocklai Tea Research Institute campus at Jorhat, Assam. The bungalow and its associated lawn and compound are owned by the Tea Research Association (TRA). The property is characterised by its colonial architectural style, high ceilings, wide verandahs, and lush surrounding greenery, and is set against the backdrop of the working Tocklai tea estate.

### 3.2 Location & Connectivity

<b>Address</b>	Bungalow No. 17, Tocklai Tea Research Institute Campus, Tocklai, Jorhat – 785 008, Assam
<b>Nearest City</b>	Jorhat – approx. 5 km
<b>Nearest Airport</b>	Jorhat (Rowriah) Airport – approx. 7 km
<b>Nearest Railway Station</b>	Jorhat Town Railway Station – approx. 6 km
<b>Road Connectivity</b>	Accessible via NH-37 / Jorhat–Teok Road; well-connected to Jorhat city
<b>Kaziranga National Park</b>	Approx. 85 km (UNESCO World Heritage Site – one-horned rhino, tiger, elephant)
<b>Majuli Island</b>	Approx. 20 km by road + ferry (world's largest river island; Vaishnavite heritage)
<b>Moidam, Charaideo</b>	Approx. 80 km (UNESCO World Heritage Site – Ahom burial mounds)
<b>Sibsagar (Sibasagar)</b>	Approx. 50 km (Ahom kingdom capital – historic temples and tanks)

### 3.3 Property Specifications

Sl.	Component	Description	Area / Qty.
1.	Heritage Bungalow – Main Structure	Colonial-era bungalow with high ceilings, period architectural features, wide verandahs, and character interiors suitable for high-end events and hospitality	Approx. 8,000 sq ft
2.	Premium Event Lawn	Large, open landscaped lawn – flat, well-maintained, ideal for marquee events, outdoor dining, garden receptions, corporate programmes, and cultural events	Approx. 10,000 sq ft
3.	Main Hall / Banquet Space	Large interior hall within the bungalow suitable for seated banquets, conferences, receptions, and indoor events (capacity subject to configuration)	As per building layout
4.	Drawing / Lounge Rooms	Period drawing and sitting rooms suitable for VIP lounges, pre-function areas, intimate gatherings, or curated tea experience sessions	As per building layout

Sl.	Component	Description	Area / Qty.
5.	Covered Verandahs	Wide colonial-style verandahs on one or more sides – ideal for informal gatherings, sundowners, and outdoor dining under cover	As per building layout
6.	Kitchen / Catering Area	Existing kitchen/pantry infrastructure; lessee may upgrade for event catering operations subject to TTRI approval	As per building layout
7.	Toilets / Changing Rooms	Existing bathroom and toilet facilities; additional portable/temporary facilities may be erected by lessee during events	As per building layout
8.	Driveway & Parking	Driveway access and open parking area within or adjacent to compound	As demarcated at site
9.	Compound / Garden Area	Surrounding compound and garden area; landscaping to be maintained by lessee	As demarcated at site

Note: Exact dimensions, room-wise layout, and demarcated extents will be confirmed and shared during the official site inspection. All bidders are strongly advised to conduct a thorough site inspection before submission.

### 3.4 Heritage Character & Preservation

Bungalow No. 17 has significant heritage and architectural value as part of the Tocklai campus built heritage. The following obligations apply to the lessee:

- The original external architectural character, facades, roofline, verandahs, and compound walls must be preserved and maintained in their original form.
- Interior renovations are permitted only with prior written approval from TTRI. Approved works must be sympathetic to the colonial character of the bungalow.
- No structural alterations, additions, or demolition shall be undertaken without TTRI's prior written approval and, where required, applicable statutory permissions.
- The lessee shall carry out periodic repainting using period-appropriate colours approved by TTRI.

## SECTION 4 – SCOPE OF DEVELOPMENT & OPERATIONS

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### 4.1 Lessee's Scope

The selected bidder shall be fully responsible for the development, operation, marketing, and management of Bungalow No. 17 as a premium heritage event and experience venue. The scope of work includes, but is not limited to, the following:

#### Development & Infrastructure

- Develop and equip the bungalow and lawn as a high-end event venue capable of hosting weddings, corporate events, conferences, cultural programmes, and tea experience sessions.
- Upgrade internal facilities (event lighting, AV systems, furniture, décor, stage infrastructure, catering equipment) as required to achieve premium quality standards, subject to TTRI's prior approval.
- Develop the event lawn with appropriate levelling, landscaping, lighting, and access to support marquee events of 100 to 500+ guests.
- Establish a dedicated event management/coordination desk and operational back-office.
- Create infrastructure for tea experiences: tea tasting corner/lounge, retail counter for premium teas and souvenirs, and experiential programme delivery.
- Preserve and refurbish the bungalow's heritage architectural elements in consultation with TTRI.

#### Operations & Management

- Manage all day-to-day operations of the venue including event booking, client coordination, catering (in-house or empanelled), housekeeping, grounds maintenance, security, and facility management.
- Develop and implement a comprehensive marketing strategy to position the venue as a premium destination event space in Assam and northeast India.
- Maintain all records, guest registers, event logs, and revenue records accurately and make them available to TTRI upon request.
- Ensure full compliance with all applicable statutory requirements including fire safety, FSSAI (for catering), trade licence, event permissions, and Assam Excise (if liquor is to be served).
- Ensure all events are conducted in a manner consistent with the prestige of the Tocklai campus and do not disrupt TTRI's ongoing research and administrative operations.

#### Tea Experience & Value Additions

- Offer curated tea tasting sessions and Assam tea experience packages as part of the event and standalone experience offering.
- Retail of premium Assam teas, TTRI-branded/licensed tea products, and Assamese handicraft souvenirs.
- Cultural programming: Bihu, Sattriya, and Assamese folk performances integrated into events or offered as standalone experiences.
- Guided tea estate and campus walks in coordination with TTRI.
- Tea-themed food and beverage menus (Assam tea cocktails, tea-paired cuisine, tea-based desserts, etc.).

## SECTION 5 – ELIGIBILITY CRITERIA & IDEAL PARTNER PROFILE

### 5.1 Ideal Partner Profile

Partner Category	Why Well-Suited
Hospitality / Event Management Companies	Track record in managing premium events, weddings, and large-format gatherings at heritage or luxury venues
Heritage Hotel / Property Operators	Experience managing and marketing colonial-era / heritage properties with preservation sensitivity
Experiential Tourism Companies	Capability in curating tea tourism, wellness, and cultural experience packages for premium travellers
Corporate Retreat Specialists	Proven track record in delivering MICE, leadership retreats, and strategy offsites for corporate clients
Premium Catering & F&B Operators	Expertise in large-format event catering, speciality food & beverage, and tea-themed dining
Individual Entrepreneurs / Private Entities	Financially sound individuals or groups with demonstrable hospitality/event experience and a compelling development vision

### 5.2 Eligible Entities

- Indian nationals (individuals, 18 years or above), proprietorship firms, partnership firms, LLPs, or private / public limited companies incorporated in India.
- Registered societies, trusts, or co-operative organisations with a hospitality / event / tourism mandate.
- Government / semi-Government organisations, PSUs, or autonomous bodies with relevant experience.
- Entities blacklisted by any Government body, PSU, TRA, or TTRI, or with outstanding disputes with TTRI / TRA, are NOT eligible.

### 5.3 Minimum Eligibility Requirements

#### (a) Experience

- Minimum 3 (three) years of demonstrated experience in managing events, hospitality properties, heritage venues, or experiential tourism operations of comparable scale.
- Experience in organising large-format events (weddings, corporate offsites, conferences) with minimum capacity of 100 guests, supported by documentary evidence (work orders, client references, photographs).

#### (b) Financial Capacity

- Average annual turnover for the preceding 3 financial years: not less than Rs. \_\_\_\_\_ lakhs (as certified by a Chartered Accountant).
- Bank Solvency Certificate from a scheduled commercial bank (not older than 3 months).
- Audited financial statements and ITR for the last 3 years to be submitted.

#### (c) Legal & Statutory

- Valid PAN. GST registration (if applicable). No blacklisting, criminal conviction, or financial fraud on record. No outstanding dues or disputes with TTRI or TRA.

### 5.4 Disqualification

A bidder shall be disqualified for: submitting false information; failure to meet eligibility criteria; blacklisting; conditional bids; or non-conformity to the prescribed format.

## SECTION 6 – GENERAL TERMS AND CONDITIONS OF LEASE

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### 6.1 Lease Period & Lock-in

- The lease period shall be Ten (10) years from the date of execution and registration of the Lease Deed.
- There shall be a Lock-in Period of Five (5) years from the date of commencement. During the lock-in period, the lessee shall not terminate the lease unilaterally. In the event of termination during the lock-in period by the lessee for reasons other than a material breach by TTRI, the entire Security Deposit shall be forfeited.
- Renewal after the initial 10-year term shall be by mutual written agreement on terms (including revised MGA and revenue share percentages) to be renegotiated based on performance and prevailing market rates. No automatic right of renewal.

### 6.2 Earnest Money Deposit (EMD)

- EMD of Rs. 50,000/- to be submitted with the Technical Bid as a Demand Draft or Bank Guarantee from a scheduled bank drawn in favour of 'Tea Research Association', payable at Jorhat. Cash or cheques not accepted.
- EMD of unsuccessful bidders refunded within 30 days. EMD of the successful bidder adjusted against Security Deposit. EMD forfeited if the successful bidder fails to execute the Lease Deed within 21 days of the Letter of Award (LOA) or withdraws after bid opening. No interest on EMD.

### 6.3 Security Deposit

- The successful bidder shall pay a Security Deposit equivalent to Twelve (12) months' accepted Minimum Guarantee Amount (MGA) before execution of the Lease Deed.
- Refundable (without interest) after expiry or lawful termination of the lease, subject to deduction of dues, MGA shortfalls, or damages. TTRI may invoke without notice; lessee to replenish within 30 days. In case of termination during the lock-in period, Security Deposit shall be fully forfeited.

### 6.4 Handing Over & Taking Over

- Property handed over on 'as-is-where-is' basis on the date specified in the LOA. Lessee to sign a handing-over/taking-over certificate and FF&E inventory receipt. All deficiencies to be noted in writing at takeover only.

### 6.5 Permitted Use

- Bungalow No. 17 shall be used exclusively as a heritage event venue, corporate retreat facility, tea experience hub, and associated hospitality operations (F&B, retail, curated experiences) as specified in this tender and the Lease Deed.
- All necessary licences (FSSAI, fire safety, trade licence, Assam Tourism registration, FSSAI, event permissions, etc.) to be obtained and maintained by the lessee.
- Any change in the nature of use requires prior written approval of TTRI.

### 6.6 Prohibited Activities

- Subletting, assignment, or parting with possession (wholly or partially) is strictly prohibited.
- Illegal activities, nuisance, or any activity detrimental to TTRI's research environment, reputation, or campus discipline.
- Sale of liquor / alcohol: subject to a valid Assam Excise licence and TTRI's prior written approval for each event or on a standing basis as applicable.
- No amplified sound after 10:00 PM without specific prior permission from TTRI.
- No permanent structures or temporary structures on the lawn or compound without TTRI's prior written approval.

- No structural modifications, additions, or demolition without TTRI's prior written approval and applicable statutory permissions.
- No third-party advertising hoardings or banners outside the demised premises without TTRI's prior written approval.

### **6.7 Maintenance**

- The lessee shall maintain Bungalow No. 17 and its lawns, garden, compound, verandahs, and all facilities in a clean, safe, and well-maintained condition throughout the lease period.
- Annual internal and external painting (using TTRI-approved, period-appropriate colours) at the lessee's cost.
- The lawn must be maintained in a manicured, levelled, and event-ready condition at all times.
- Major structural repairs to be reported in writing to TTRI; cost-sharing as mutually agreed in writing.
- TTRI shall have the right to conduct periodic inspections with 48 hours' prior notice.

### **6.8 Termination**

- TTRI may terminate with 1 month's written notice for: breach of covenants; non-payment of MGA for 2 consecutive months; unauthorised use; subletting; conduct detrimental to TTRI. During the lock-in period, TTRI may terminate only for material breach.
- Lessee may terminate after the lock-in period with 3 months' advance written notice.
- On termination/expiry, lessee to vacate within 30 days in a clean, broom-swept condition. Overstay: double the MGA per month as damages, plus other legal remedies available to TTRI.

## SECTION 7 – OPERATIONAL REQUIREMENTS & STANDARDS

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### 7.1 Overall Standard

The lessee shall operate Bungalow No. 17 to a standard consistent with a premium heritage event venue, befitting the prestige of the Tocklai Tea Research Institute and the TRA brand. All events and operations shall be conducted professionally and shall reflect positively on TTRI's global reputation.

### 7.2 Event Venue Operations

- Bungalow No. 17 shall be maintained in an event-ready condition at all times, with the lawn, bungalow interior, and verandahs clean and well-presented.
- The lessee shall develop and publish a clear event booking policy, event packages, and tariff schedule.
- Events shall be managed end-to-end by the lessee including décor, catering, AV, logistics, security, and post-event clean-up.
- The lessee shall obtain all required event-specific permissions from local/district authorities as required by applicable laws.
- A minimum of 12 events per calendar year shall be targeted and reported to TTRI as part of the monthly/quarterly reporting.

### 7.3 Catering & F&B

- The lessee may operate in-house catering or empanel approved catering partners for events, subject to TTRI's prior approval of empanelled vendors.
- All food preparation and service must comply strictly with FSSAI regulations and high standards of food safety and hygiene.
- Assam tea must feature prominently in all F&B offerings – tea-paired menus, tea-based beverages, Assamese traditional F&B are strongly encouraged.
- Any catering operations conducted on the premises shall be included in the revenue reporting obligations.

### 7.4 Tea Experience & Value-Added Services

These offerings are expected to form a defining part of Bungalow 17's identity as a Tocklai heritage destination:

- Tea Tasting & Experience Sessions: Structured curated tea tasting events for event guests, corporate groups, and standalone visitors – showcasing Assam's premium single-origin teas.
- Tea-Themed Events: Afternoon tea receptions, tea-cocktail sundowners, and corporate tea experience sessions.
- Cultural Programmes: Bihu, Sattriya, and Assamese folk performances integrated into weddings and corporate events, or offered as standalone cultural evenings.
- Guided Tours: Conducted campus and tea garden walks in coordination with TTRI (schedule and access to be agreed separately with TTRI's Director).
- Retail: Premium Assam teas, TTRI-licensed/branded tea products, Assamese handicrafts, and event-specific gift hampers from a designated retail counter at the venue.
- Film & Media Hosting: Positioning the colonial bungalow as a premium location for film shoots, brand activations, and media productions.

### 7.5 Staffing & Campus Conduct

- Sufficient, trained, and professionally presented staff to be deployed for all events and day-to-day operations (event managers, coordinators, F&B staff, housekeeping, security, and grounds staff).

- All staff employed directly by lessee; all employment obligations (wages, PF, ESI, gratuity, statutory compliance) are the lessee's exclusive responsibility.
- TTRI campus security norms, entry/exit procedures, and dress/conduct codes to be respected and enforced for all staff and event guests.
- TTRI may require the removal of any staff member whose conduct is found to be detrimental to the campus environment.

### **7.6 Priority Access for TRA / TTRI**

- The lessee shall reserve the venue for TRA/TTRI official events (annual functions, conferences, dignitaries' visits, etc.) on at least 15 days per calendar year at a concessional rate to be mutually agreed.
- TTRI to give at least 30 days' advance notice for such reservations wherever possible.

### **7.7 Record Keeping & Reporting**

- The lessee shall maintain a detailed event register (date, client, type of event, number of guests, revenue billed) and revenue records across all streams.
- A Monthly Revenue Statement (events, F&B/catering, experiences, retail) shall be submitted to TTRI by the 5th of the following month, together with the payment due.
- Quarterly event and occupancy reports shall also be submitted. TTRI reserves the right to audit all records with 48 hours' prior written notice.

## SECTION 8 – FINANCIAL TERMS: REVENUE SHARING MODEL

TRA has adopted a Revenue Sharing Model for the lease of Bungalow No. 17. TRA shall receive a percentage share of the gross revenues earned by the lessee from all revenue streams, subject to a Minimum Guarantee Amount (MGA) payable unconditionally each month irrespective of actual performance. This model ensures TRA receives a fair and performance-linked return while incentivising the lessee to maximise occupancy and revenue.

### 8.1 Revenue Sharing Structure

Sl.	Revenue Stream	TRA's Share of Gross Revenue	Lessee Retains
1.	Event Venue Hire (weddings, social functions, corporate events, conferences)	_____ % of Gross Event Hire Revenue	Balance %
2.	Catering & Food and Beverage Revenue (in-house or empanelled catering for events, standalone F&B)	_____ % of Gross F&B Revenue	Balance %
3.	Tea Experience & Curated Programme Revenue (tasting sessions, cultural evenings, guided tours, experience packages)	_____ % of Gross Experience Revenue	Balance %
4.	Retail Revenue (premium teas, TTRI-branded products, souvenirs, gift hampers)	_____ % of Gross Retail Revenue	Balance %
5.	Other Revenue (film shoots, brand activations, media productions, lawn hire for standalone use, parking fees)	_____ % of Gross Other Revenue	Balance %

Bidders shall propose revenue share percentages for each stream in the Financial Bid Form (Section 12). TRA will evaluate bids based on the composite revenue share and the MGA offered. Minimum thresholds (upset percentages) are specified in Section 8.2 below.

### 8.2 Minimum Revenue Share Thresholds (Upset Percentages)

Bids below any of the following minimum thresholds shall be summarily disqualified:

Sl.	Revenue Stream	Minimum Share for TRA	Remarks
1.	Gross Event Venue Hire Revenue	_____ % (minimum)	Per event / per booking
2.	Gross F&B / Catering Revenue	_____ % (minimum)	Includes in-house and empanelled
3.	Gross Experience Revenue	_____ % (minimum)	Tasting, cultural, tours
4.	Gross Retail Revenue	_____ % (minimum)	Teas, products, souvenirs
5.	Gross Other Revenue	_____ % (minimum)	Film shoots, brand activations

### 8.3 Minimum Guarantee Amount (MGA)

- The MGA is TRA's unconditional monthly floor payment, due regardless of operational status, number of events held, or revenue performance.
- Bidders shall quote their proposed MGA per month in the Financial Bid (Section 12). MGA must not be less than the upset MGA of Rs. 3,00,000/- per month.
- The MGA is payable in advance by the 5th of each calendar month.
- Monthly payment due to TRA = MAX (MGA, Total Computed Revenue Share across all streams).

$$\text{Monthly Payment to TRA} = \text{MAX} ( \text{MGA} , \text{Sum of Revenue Shares on all streams} )$$

### 8.4 Annual Escalation

- The MGA shall be enhanced by 10% (ten percent) per annum, compounded annually, at the end of each lease year.
- Revenue share percentages shall remain fixed for the first 5 years. After Year 5, percentages to be renegotiated by mutual agreement; failing agreement, existing percentages shall continue with an automatic 2% increment per stream per renegotiation cycle.
- For any renewal period, both MGA and revenue share percentages shall be freshly negotiated based on market rates at the time of renewal.

### 8.5 Definition of Gross Revenue

- Event Venue Hire Revenue: Total revenue billed to clients for use of the bungalow, lawn, and associated facilities for events, excluding GST remitted to the Government.
- F&B / Catering Revenue: Total billed revenue for all food and beverage supplied at events and standalone F&B, excluding GST. Revenue from empanelled caterers sharing a portion with the lessee shall be included at the lessee's share.
- Experience Revenue: Revenue from tea tasting sessions, cultural performances, guided tours, and curated experience packages.
- Retail Revenue: Revenue from sale of teas, TTRI-branded/licensed products, souvenirs, and gift items.
- Other Revenue: Revenue from film/media shoots, brand activations, parking, and all other commercial activities at the premises.
- Gross Revenue EXCLUDES: refundable client deposits / advances; GST/statutory levies collected and remitted to the Government; reimbursable expenses at actuals.

### 8.6 Revenue Reporting & Audit

- Lessee to maintain a detailed Event Revenue Register recording, per event: event date, client name, event type, number of guests, total billed, revenue by stream, and TRA share computed.
- Monthly Revenue Statement to be submitted to the Estate Officer, TTRI, by the 5th of the following month, together with the payment due. Statement to include: (a) event-by-event revenue summary; (b) F&B/catering revenue; (c) experience and retail revenue; (d) other revenue; (e) revenue share computation; (f) MGA and payment due.
- TTRI has the right to audit books, event registers, billing records, and receipts at any time with 48 hours' notice.
- Underreported revenue: lessee liable to pay shortfall + 18% p.a. interest + 2x penalty on the underreported amount. Repeated underreporting = grounds for termination.

### 8.7 Payments: Mode & Due Dates

- MGA (or Revenue Share if higher) to be paid by the 5th of each month via NEFT / RTGS / Demand Draft drawn in favour of 'Tea Research Association', payable at Jorhat. Bank account details to be provided in the Lease Deed.
- Each payment to be accompanied by a signed Monthly Revenue Statement and remittance advice. All payments in Indian Rupees.

### 8.8 Penalties for Late or Short Payment

- Payment not made by the 5th of the month: penal interest at 1.5% per month (18% p.a.) from due date until actual payment.
- Non-payment for 2 consecutive months: material breach; TRA/TTRI entitled to terminate lease and forfeit Security Deposit.

### 8.9 Utility Charges

- All utility charges (electricity, water, LPG/fuel, telephone, internet, waste management, etc.) borne entirely by the lessee and NOT deductible from revenue computations.
- TTRI to facilitate connection access; lessee to obtain separate service connections in their own name wherever possible.

### 8.10 Taxes & Statutory Dues

- All applicable taxes on lessee's business (GST on event services, catering, entertainment tax, professional tax) to be registered, collected, and remitted by the lessee.
- Property tax (if any, billed by TTRI) to be paid within 30 days of receipt of bill.

### 8.11 Capital Investment

- Lessee is encouraged to invest in property refurbishment, event infrastructure, AV systems, lawn development, landscaping, and tea experience infrastructure.
- Capital investments entitle lessee to no reduction in MGA/revenue share and no claim against TRA on expiry/termination. Permanently attached improvements become TRA's property on lease expiry. Removable assets may be taken by lessee at vacation subject to no structural damage.

### 8.12 Illustrative Revenue Share Calculation

Purely illustrative example to clarify the payment mechanism (actual rates per accepted Financial Bid):

Revenue Stream (Month)	Gross Revenue (Rs.)	TRA Share %	TRA Share (Rs.)
Event Venue Hire (3 events)	4,50,000	30%	1,35,000
F&B / Catering	2,00,000	25%	50,000
Experience Revenue	40,000	20%	8,000
Retail Revenue	20,000	20%	4,000
Other Revenue (film shoot)	50,000	25%	12,500
<b>Total Computed Revenue Share</b>			<b>2,09,500</b>
<b>Minimum Guarantee Amount (MGA)</b>			<b>1,50,000</b>
<b>AMOUNT DUE TO TRA (higher)</b>			<b>Rs. 2,09,500</b>

In a lean month where Revenue Share = Rs. 1,20,000 (below MGA of Rs. 1,50,000), the lessee pays Rs. 1,50,000. In a good month where Revenue Share = Rs. 2,09,500, the lessee pays Rs. 2,09,500.

## SECTION 9 – SUBMISSION OF TENDER

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### 9.1 Two-Envelope System

Bids shall be submitted in two separate sealed envelopes, both enclosed within a third outer sealed envelope:

- (a) Envelope 1 – Technical Bid: Completed Application/Technical Bid Form (Section 11), EMD, all documents per the checklist (Section 13), and the Concept Note / Business Plan.
- (b) Envelope 2 – Financial Bid: Completed Financial Bid Form (Section 12) with MGA offer and Revenue Share percentages.

### 9.2 Marking of Envelopes

- Envelope 1: "TECHNICAL BID – Lease of Bungalow No. 17, Tocklai – Tender No. TTRI/B17-LEASE/2025-26/"
- Envelope 2: "FINANCIAL BID – Lease of Bungalow No. 17, Tocklai – DO NOT OPEN"
- Outer Envelope: "TENDER FOR LEASE OF BUNGALOW NO. 17, TOCKLAI – DO NOT OPEN BEFORE [Date] [Time]" – addressed to: The Director, Tocklai Tea Research Institute, Tocklai, Jorhat – 785 008, Assam. Bidder's name and address on the reverse.

### 9.3 Mode of Submission & Validity

- Submission in person at the office of the Communications Officer, TTRI, or by Registered Post / Speed Post / reputed courier. TTRI not responsible for transit delays. Electronic / email bids not accepted.
- Late tenders (received after the specified date and time) returned unopened. All bids must remain valid for 90 days from the last date of submission.

### 9.4 Concept Note & Business Plan (Envelope 1)

Bidders must submit a Concept Note / Business Plan (max. 15 pages) covering:

- Overall vision and positioning concept for Bungalow No. 17 (event venue category, target clientele, brand identity).
- Proposed event types and expected event calendar (number and type of events per year).
- Development and infrastructure investment plan – what upgrades and improvements are proposed and at what investment.
- Tea experience and cultural programming plan.
- Marketing and business development strategy (how will the venue be promoted; key channels, partnerships, target markets).
- Staffing plan and operational management model.
- Heritage preservation approach.
- 5-year revenue projection by stream (event hire, F&B, experience, retail, other).

### 9.5 Pre-Bid Meeting & Site Inspection

TTRI may conduct a Pre-Bid Meeting / Inspection Day on a date to be notified separately. Site inspection is strongly recommended prior to submission. Appointments to be made with the Estate Officer, TTRI.

## SECTION 10 – EVALUATION AND AWARD

### 10.1 Opening of Tenders

- Technical Bids (Envelope 1) opened on the specified date in the presence of bidders or their authorised representatives.
- Financial Bids (Envelope 2) of technically qualified bidders opened subsequently on a communicated date. Disqualified bidders' Financial Bids returned unopened.

### 10.2 Technical Evaluation (100 Marks)

Sl.	Evaluation Criterion	Max. Marks
1.	Years and quality of experience in hospitality / event management / heritage property operations (3–5 yrs: 15; >5 yrs: 25)	25
2.	Financial capacity: annual turnover, solvency, and capacity to invest in property development	20
3.	Quality, vision, innovation, and feasibility of the Concept Note / Business Plan (including tea experience and heritage preservation strategy)	30
4.	References and credentials from comparable heritage / event / hospitality properties managed	15
5.	Scale and quality of planned capital investment in property and experience infrastructure	10
	TOTAL	100

Bidders scoring 60/100 or above shall be declared technically qualified. TTRI reserves the right to modify the scoring matrix.

### 10.3 Financial Evaluation (100 Marks)

Sl.	Financial Parameter	Max. Score	Basis
1.	Minimum Guarantee Amount (MGA) per month	50	Highest MGA = 50; others pro-rated
2.	Event Venue Hire Revenue Share % offered to TRA	20	Highest % = 20; others pro-rated
3.	F&B / Catering Revenue Share % offered to TRA	15	Highest % = 15; others pro-rated
4.	Experience & Retail Revenue Share % offered to TRA	10	Highest % = 10; others pro-rated
5.	Other Revenue Share % offered to TRA	5	Highest % = 5; others pro-rated
	TOTAL FINANCIAL SCORE	100	

- Combined Score = Technical Score + Financial Score (each out of 100, weighted equally or as determined by TTRI). Highest combined score = H1.
- In the event of a tie, the higher MGA offer shall be preferred. TTRI may negotiate with H1 bidder before issuing LOA.

### 10.4 Award of Lease

- Letter of Award (LOA) issued by the Director, TTRI. Successful bidder to acknowledge and execute the Lease Deed within 21 days of LOA.
- Security Deposit (12 months' MGA) and first month's MGA to be paid before execution of Lease Deed.
- TTRI's decision on evaluation, selection, and award is final. TRA / TTRI is not bound to accept any bid and may cancel the process at any stage without assigning any reason.

## SECTION 11 – APPLICATION / TECHNICAL BID FORM

(Envelope 1 – Technical Bid)

To,  
The Director,  
Tea Research Association / Tocklai Tea Research Institute,  
Tocklai, Jorhat – 785 008, Assam.

Sub: Application / Technical Bid – Tender No. TTRI/B17-LEASE/2025-26/ – Lease of Bungalow No. 17

Sir/Madam,

I/We, the undersigned, having read and understood the tender document in full, inspected Bungalow No. 17, and agreed to all terms and conditions (including the Revenue Sharing financial model and the 5-year lock-in), hereby submit our application for the above lease.

### 11.1 Bidder's Profile

<b>Full Name / Name of Organisation</b>	
<b>Category of Bidder</b>	Individual / Proprietorship / Partnership / LLP / Pvt. Ltd. / Public Ltd. / Society / Trust / PSU (circle one)
<b>Registration No. / CIN (if applicable)</b>	
<b>Year of Establishment / Incorporation</b>	
<b>Registered Office Address</b>	
<b>Correspondence Address</b>	
<b>Contact Person Name &amp; Designation</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	
<b>Website (if any)</b>	
<b>PAN Number</b>	
<b>GST Registration No. (if applicable)</b>	

### 11.2 Hospitality / Event Management Experience (Last 5 Years)

Sl.	Name of Venue / Property / Event	Type of Operation	Capacity (Guests)	Period (From–To)	Client / Owner
1.					
2.					

Sl.	Name of Venue / Property / Event	Type of Operation	Capacity (Guests)	Period (From–To)	Client / Owner
3.					

### 11.3 Financial Details

Annual Turnover – FY _____ (Rs. lakhs)	
Annual Turnover – FY _____ (Rs. lakhs)	
Annual Turnover – FY _____ (Rs. lakhs)	
EMD Details (DD/BG No., Date, Bank, Branch, Amount)	
Proposed Capital Investment in Bungalow No. 17 (Rs.)	
Bank Solvency Certificate Attached	Yes / No

### 11.4 Declaration

I/We hereby solemnly declare that:

1. All information furnished is true, correct, and complete. Misrepresentation will result in disqualification and forfeiture of EMD.
2. I/We have personally inspected Bungalow No. 17 at Tocklai and fully understand its condition, layout, extent, and heritage character.
3. I/We have read, understood, and accept all terms and conditions of this tender document without any reservation, including the Revenue Sharing financial model, the 5-year lock-in, and the heritage preservation obligations.
4. I/We are not blacklisted or debarred by any Central/State Government body, PSU, TRA, or TTRI.
5. There are no criminal convictions or pending cases related to financial fraud or forgery against me/us.
6. No outstanding dues or disputes with TTRI or TRA.
7. I/We accept that jurisdiction for all disputes shall be courts at Jorhat, Assam.
8. I/We understand and accept that TRA/TTRI is not bound to accept the highest or any bid.

Signature of Bidder / Authorised Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organisation Seal (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

## SECTION 12 – FINANCIAL BID FORM

(Envelope 2 – Financial Bid – DO NOT OPEN with Technical Bid)

To,  
 The Director,  
 Tea Research Association / Tocklai Tea Research Institute,  
 Tocklai, Jorhat – 785 008, Assam.

Sub: Financial Bid – Tender No. TTRI/B17-LEASE/2025-26/ \_\_\_\_\_ – Lease of Bungalow No. 17

Sir/Madam,

Having read the tender document in full, examined Bungalow No. 17, and agreed to all terms and conditions including the Revenue Sharing Model (Section 8) and the 5-year lock-in, I/We hereby submit the following Financial Bid:

### PART A – MINIMUM GUARANTEE AMOUNT (MGA)

<b>Proposed Monthly MGA – in Figures</b>	Rs. _____/-
<b>Proposed Monthly MGA – in Words</b>	Rupees _____ only
<b>Annual MGA Year 1 – in Figures</b>	Rs. _____/-
<b>Proposed Commencement Date</b>	
<b>Proposed Venue Name / Brand</b>	
<b>Proposed Capital Investment (Rs.)</b>	

### PART B – REVENUE SHARE OFFER

Sl.	Revenue Stream	Proposed TRA Share (%)	Lessee Retains (%)
1.	Gross Event Venue Hire Revenue (weddings, corporate, conferences, social events)	_____ %	_____ %
2.	Gross F&B / Catering Revenue (event catering, standalone F&B)	_____ %	_____ %
3.	Gross Experience Revenue (tea tasting, cultural programmes, tours, packages)	_____ %	_____ %
4.	Gross Retail Revenue (teas, TTRI products, souvenirs, gift hampers)	_____ %	_____ %
5.	Gross Other Revenue (film shoots, brand activations, standalone lawn hire, misc.)	_____ %	_____ %

### PART C – 5-YEAR REVENUE PROJECTION (INDICATIVE)

Yr.	No. of Events (projected)	Projected Annual Gross Revenue (Rs.)	Projected Revenue Share to TRA (Rs.)	MGA with 10% Escalation (Rs. p.a.)
1				
2				
3				
4				
5				

I/We confirm that:

- This Financial Bid is unconditional and valid for 90 days from the last date of tender submission.
- The MGA quoted is my/our unconditional minimum monthly commitment to TRA, payable irrespective of revenues earned or events held.
- The revenue share percentages quoted shall apply to Gross Revenues as defined in Section 8.5.
- I/We accept the 10% per annum compounding escalation of the MGA per Section 8.4.
- Monthly payment to TRA shall be the higher of the MGA or the total computed Revenue Share for that month.
- I/We accept the 5-year lock-in and understand the Security Deposit forfeiture consequences of early termination during the lock-in period.
- All amounts are exclusive of GST on the lease arrangement, which shall be borne by me/us.

Signature of Bidder / Authorised Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organisation Seal (if applicable):

Date: \_\_\_\_\_ Place: \_\_\_\_\_

## SECTION 13 – DOCUMENT SUBMISSION CHECKLIST

Bidders must ensure all documents listed below are enclosed with the Technical Bid (Envelope 1). Incomplete bids may be rejected.

Sl.	Document Required	Y / N	Page No.
1.	Completed and signed Application / Technical Bid Form (Section 11)		
2.	EMD instrument (Demand Draft / Bank Guarantee) for the stipulated amount		
3.	Proof of Identity: Aadhar/Passport/Voter ID (individual); Certificate of Incorporation / Partnership Deed / Trust Deed (organisation)		
4.	Copy of PAN Card		
5.	GST Registration Certificate (if applicable)		
6.	Audited Financial Statements (Balance Sheet, P&L Account) for last 3 financial years, CA-certified		
7.	Income Tax Returns (ITR) for last 3 years		
8.	CA Certificate certifying average annual turnover for last 3 years		
9.	Bank Solvency Certificate from a scheduled commercial bank (not more than 3 months old)		
10.	Experience certificates / work orders / event agreements demonstrating event management / hospitality experience (minimum 3 years)		
11.	Photographs or portfolio of past events, venues, or properties managed		
12.	Concept Note / Business Plan (max. 15 pages) as per Section 9.4		
13.	Declaration / Undertaking as per Section 11.4, duly signed		
14.	Non-refundable Tender Fee (DD) for Rs. 1,000/-		
15.	Power of Attorney / Board Resolution / Authorisation Letter (if signatory is not the proprietor/director/trustee)		
16.	Any other document the bidder considers relevant in support of their application		

Bidders are advised to retain a copy of all submitted documents. TRA / TTRI will not be responsible for documents lost in transit.

## ANNEXURE A – DRAFT KEY COVENANTS OF LEASE AGREEMENT

The Lease Deed to be executed between TRA/TTRI (as Lessor) and the successful bidder (as Lessee) shall incorporate, inter alia, the following key covenants. The final Lease Deed shall be drafted by TTRI's legal counsel and shall supersede this indicative outline.

### A.1 Parties

- Lessor: Tea Research Association (TRA), acting through the Director, Tocklai Tea Research Institute, Tocklai, Jorhat – 785 008, Assam.
- Lessee: [Full name and address of successful bidder] as identified in the Letter of Award.

### A.2 Demised Premises

- Bungalow No. 17, Tocklai Tea Research Institute Campus, Jorhat, Assam, comprising the heritage bungalow structure (approx. 8,000 sq ft) and lawn / compound area (approx. 10,000 sq ft), together with ancillary areas as demarcated at the time of handing over.
- Handing over on 'as-is-where-is' basis; lessee to sign handing-over/taking-over certificate and FF&E inventory receipt on the date of possession.

### A.3 Term, Lock-in, and Renewal

- Lease Term: Ten (10) years from the date of execution and registration of the Lease Deed.
- Lock-in Period: Five (5) years. Lessee may not unilaterally terminate during the lock-in period; Security Deposit to be fully forfeited on early termination by lessee during lock-in (other than on account of material breach by TTRI).
- Renewal: By mutual written agreement after the initial 10-year term, on terms to be freshly negotiated. No automatic right of renewal.

### A.4 Financial Model – Revenue Sharing with MGA

- Monthly payment to TRA = MAX (MGA, Total Computed Revenue Share across all streams), as per the accepted Financial Bid.
- MGA payable in advance by the 5th of each month. Revenue Share Statement due by the 5th of the following month. Penal interest at 1.5% per month on late/short payments.
- MGA to escalate 10% per annum compounded. Revenue share percentages fixed for first 5 years; renegotiated thereafter with a 2% automatic increment per stream if not renegotiated.
- Audit rights of TRA as per Section 8.6. Underreporting penalty: shortfall + 18% p.a. interest + 2x penalty.

### A.5 Security Deposit

- 12 months' accepted MGA. Fully forfeitable on early termination during the lock-in period. Refundable without interest after expiry/lawful termination (post lock-in) subject to deductions of dues. TRA may invoke without notice; lessee to replenish within 30 days.

### A.6 Lessee's Covenants

- Operate Bungalow No. 17 as a premium heritage event venue and tea experience destination to a standard befitting the TRA/TTRI brand.
- Preserve the heritage architectural character and visual identity of the bungalow at all times.
- Obtain and maintain all statutory licences required for event and hospitality operations.
- Not sublet, assign, or part with possession in whole or in part.

- Maintain the bungalow, lawn, and compound in clean, safe, and well-maintained condition; carry out annual painting.
- Pay MGA/revenue share, utilities, taxes, and all dues promptly.
- Comply with all applicable laws and TTRI campus regulations.
- Allow TRA/TTRI inspections and audits with 48 hours' notice.
- Submit monthly revenue statements accurately; maintain event register and records.
- Reserve venue for TRA/TTRI official events as specified.
- Restore property to original or better condition on vacation.

#### **A.7 Lessor's Covenants (TRA/TTRI)**

- Grant quiet enjoyment of Bungalow No. 17 for the lease term.
- Attend to major structural deficiencies as mutually agreed.
- Provide access to utility connection points (electricity, water).
- Facilitate coordinated access to the tea estate for guided tours as mutually agreed.

#### **A.8 Termination and Forfeiture**

- TTRI may terminate with 1 month's written notice for: material breach; non-payment of MGA for 2 consecutive months; unauthorised use; subletting; or conduct detrimental to TTRI. During the lock-in period, TTRI may terminate only on grounds of material breach.
- Lessee may terminate after the lock-in period with 3 months' advance written notice.
- Vacant possession within 30 days of expiry/termination. Overstay: double MGA per month as damages.

#### **A.9 Insurance**

- Lessee to maintain: building/contents insurance, public liability insurance (minimum Rs. 1 crore per event), fire insurance, and employer's liability insurance. Copies of all valid policies to be furnished to TRA/TTRI annually.

#### **A.10 Stamp Duty and Registration**

- Lease Deed to be duly stamped and registered under the Registration Act, 1908, and the Assam Stamp Act. All stamp duty, registration fees, and legal costs for the Lease Deed to be borne entirely by the lessee.

#### **A.11 Arbitration and Jurisdiction**

- Disputes to be resolved by arbitration under the Arbitration and Conciliation Act, 1996. Sole arbitrator appointed by the Director, TRA. Venue: Jorhat, Assam. Arbitration costs shared equally.
- Courts at Jorhat, Assam shall have exclusive jurisdiction over all matters arising from or in connection with this lease.

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### **— END OF TENDER DOCUMENT —**

**Tea Research Association (TRA) | Tocklai Tea Research Institute (est. 1911)**  
*Bungalow No. 17 | Tocklai, Jorhat – 785 008, Assam, India*

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