

TEA RESEARCH ASSOCIATION (TRA)
TOCKLAI TEA RESEARCH INSTITUTE

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

TENDER DOCUMENT

FOR LEASING & OPERATION OF A HERITAGE HOSPITALITY PROPERTY

TOCKLAI GUEST HOUSE

India's First Tea Experience Hotel

Tocklai Tea Research Institute Campus, Jorhat, Assam

Tender Reference No.	TTRI/GH-LEASE/2025-26/
Issuing Authority	The Director, Tocklai Tea Research Institute (TRA)
Nature of Opportunity	Heritage Hospitality Property – Tea Experience Hotel / Boutique Hotel
Property	Tocklai Guest House – 11 Rooms, Dining Hall, 2 Lounges, Premium Lawn
Financial Model	Revenue Sharing (Rooms + F&B + Experiences + Retail) with Minimum Guarantee
Lease Period	10 years + renewal for further 10 years by mutual agreement
Date of Issue	24 th April 2026
Last Date for Submission	1 st June 2026 at 3:00 PM
Opening of Tenders	4 th June 2026 at 3:30 PM
Earnest Money Deposit (EMD)	Rs. 50,000 /- (DD in favour of Tea Research Association)
Non-Refundable Tender Fee	Rs. 1,000/- (DD in favour of Tea Research Association, payable at Jorhat)
Contact / Enquiries	Mr R Sharma, TTRI, Tocklai, Jorhat 785 008 Mobile : +91 99571 87443

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SECTION 1 – OPPORTUNITY OVERVIEW & NOTICE INVITING TENDER

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

Date: 24th April 2026

1.1 A Rare & Iconic Opportunity

Tea Research Association (TRA), acting through the Tocklai Tea Research Institute (TTRI), Jorhat, Assam, invites sealed tenders from experienced, financially sound, and visionary hospitality operators for the leasing and operation of the Tocklai Guest House – to be positioned and developed as India's first true 'Tea Experience Hotel'.

This is a rare, non-replicable opportunity to develop and operate a heritage hospitality asset within the historic precincts of the Tocklai Tea Research Institute – the world's oldest tea research institution, established in 1911. The property is set amidst authentic tea gardens, offering an unmatched environment for a boutique heritage hotel that leverages Assam's global tea identity, its rich natural heritage, and its proximity to some of India's most iconic tourist destinations.

TTRI invites expressions of interest from boutique hospitality operators, heritage hotel brands, experiential tourism companies, corporate retreat specialists, and entrepreneurial investors to partner with TRA under a long-term revenue-sharing lease to create India's most iconic tea-based hospitality destination.

1.2 Vision Statement

"To create India's most iconic tea-based hospitality destination – combining heritage, authentic tea experience, and global appeal."

1.3 Key Tender Parameters

Property	Tocklai Guest House – 11 Rooms, Dining Hall, 2 Sitting/Lounge Rooms, Premium Lawn
Location	Tocklai Tea Research Institute Campus, Tocklai, Jorhat – 785 008, Assam
Positioning	India's First Tea Experience Hotel / Boutique Heritage Hotel / Executive Retreat
Permitted Use	Hospitality / Boutique Hotel / Heritage Resort / Executive Retreat / Cultural Hub
Lease Period	10 (Ten) years, extendable for a further 10 (Ten) years by mutual agreement
Financial Model	Revenue Sharing – Rooms, F&B, Experiences, Retail – with Minimum Guarantee Amount
Upset MGA (per month)	Rs. 4,00,000 /- (bidder to offer above this floor)
Security Deposit	12 months' accepted MGA – paid before execution of Lease Deed
Earnest Money Deposit	Rs. 50,000 /-

Tender documents may be obtained from the office of the Communication 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 is strongly encouraged prior to 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 ADVANTAGE: STRATEGIC CONTEXT

2.1 Why Tocklai?

The Tocklai Tea Research Institute is not simply a campus – it is a living heritage institution that sits at the heart of the global tea story. Founded in 1911, it is the world's oldest tea research station, and its campus, tea gardens, factory, and scientific expertise provide a wholly authentic, non-replicable backdrop for a premium hospitality experience.

2.2 Strategic Advantages of This Location

Sl.	Strategic Advantage
1.	World's Oldest Tea Research Institute (est. 1911) – globally recognised, non-replicable heritage brand
2.	Authentic tea ecosystem: live tea gardens, research plots, a working tea factory, and on-site tea scientists and experts
3.	Unique heritage value – colonial-era architecture and campus character that cannot be recreated anywhere else
4.	Strong global branding potential – 'Tocklai' is synonymous with tea science and Assam tea internationally
5.	Strategic gateway location between four UNESCO-recognised / heritage destinations: Kaziranga National Park (World Heritage Site), Majuli Island (world's largest river island), Moidam at Charaideo (UNESCO World Heritage Site), and historic Sibsagar
6.	Growing global demand for experiential tourism and wellness travel; rising premium tea tourism segment
7.	Increasing corporate retreat and offsite demand from both domestic and multinational companies
8.	Very limited competition in structured, premium tea hospitality in India – first-mover advantage

2.3 Market Opportunity

- India's experiential tourism sector is growing at over 15% annually, driven by demand from urban professionals, international travellers, and corporate groups seeking unique, story-led destinations.
- Assam receives over 10 million tourists annually; Kaziranga alone draws over 400,000 visitors per year, with a significant proportion being high-spend foreign tourists.
- Tea tourism is an emerging global niche: destinations in Japan, China, Sri Lanka, and Darjeeling already command premium rates. Tocklai has the natural assets to lead this segment in Assam.
- Corporate retreat and offsite demand from Guwahati, Kolkata, and national corporate groups continues to grow, with limited quality facilities in the Jorhat-Assam region.
- Proximity to heritage and wildlife destinations enables multi-day circuit packages commanding premium tariffs.

2.4 Development Vision – Positioning Options

The successful lessee may choose to position the Tocklai Guest House as any one or a combination of the following:

Positioning Concept	Description
Boutique Heritage Hotel	Premium accommodation leveraging the colonial-era heritage and lush campus environment

Positioning Concept	Description
Tea Experience Resort	Immersive tea-themed hospitality with tea tasting, factory tours, garden walks, and tea therapies
Executive Retreat Facility	Corporate offsites, leadership retreats, and MICE (Meetings, Incentives, Conferences, Events) in a serene, distraction-free setting
Cultural & Knowledge Hub	A base for researchers, academics, journalists, and cultural travellers exploring the tea heritage of Assam and northeast India

SECTION 3 – PROPERTY DESCRIPTION & SCHEDULE OF FACILITIES

3.1 Overview

The Tocklai Guest House is set within the verdant, tranquil campus of the Tocklai Tea Research Institute. The property is surrounded by lush tea gardens and manicured lawns, and has historically served as accommodation for visiting scientists, dignitaries, government officials, and institutional guests. TTRI now invites a professional hospitality operator to transform and operate this property as a world-class tea experience destination.

3.2 Location & Connectivity

Address	Tocklai Tea Research Institute Campus, Tocklai, Jorhat – 785 008, Assam, India
Nearest City	Jorhat – approx. 5 km
Nearest Airport	Jorhat (Rowriah) Airport – approx. 7 km
Nearest Railway Station	Jorhat Town Railway Station – approx. 6 km
Road Connectivity	Accessible via NH-37 / Jorhat–Teok Road; well-connected to Jorhat city
Kaziranga National Park	Approx. 85 km (World Heritage Site – tiger, elephant, one-horned rhino)
Majuli Island	Approx. 20 km by road + ferry (world's largest river island; cultural heritage)
Moidam, Charaideo	Approx. 80 km (UNESCO World Heritage Site – Ahom burial mounds)
Sibsagar (Sibasagar)	Approx. 50 km (historic Ahom kingdom capital with iconic temples and tanks)

3.3 Schedule of Facilities

Sl.	Facility	Description	Qty. / Area
1.	Guest Rooms (Standard)	Furnished rooms with attached bathrooms, AC/fans, wardrobes, and standard amenities	7 rooms
2.	Guest Rooms (Superior / Suite)	Larger rooms or suites with enhanced furnishings and premium amenities	4 rooms
3.	Dining Hall	Spacious dining area for resident and non-resident guests; kitchen/pantry access; capacity approx. 30–40 covers	1 hall
4.	Sitting Room / Lounge – I	Main drawing/lounge room for guests; reading, informal meetings, tea lounge potential	1 room
5.	Sitting Room / Lounge – II	Secondary lounge; suitable for small conferences, meetings, or curated tea experience sessions	1 room

Sl.	Facility	Description	Qty. / Area
6.	Premium Lawn / Garden	Large, landscaped open lawn ideal for outdoor dining, cultural events, weddings, corporate offsites, and tea garden walks	As demarcated at site
7.	Kitchen / Pantry	Fully equipped or shell kitchen for food and beverage preparation	1 unit
8.	Reception / Lobby	Front desk and guest welcome area	1 area
9.	Bathrooms / Toilets	Attached bathrooms per room; common facilities for public areas	As per layout
10.	Car Parking	Open / covered parking within the compound	As demarcated
11.	Store / Service Areas	Back-of-house storage, linen room, service corridors	As per layout

Note: Exact dimensions, built-up areas, and demarcated extents will be confirmed during site inspection. All prospective bidders are strongly advised to inspect the property before submission.

3.4 Revenue Opportunities – All Streams

The property offers the following primary and secondary revenue streams for the lessee:

Sl.	Revenue Stream	Description / Potential
1.	Room Bookings	All 11 rooms – FIT, corporate, group, OTA, and direct bookings
2.	Food & Beverage	Dining hall (resident + non-resident guests), room service, banquets, event catering
3.	Events & Lawn Hire	Corporate offsites, cultural events, weddings, social functions, outdoor dining on the premium lawn
4.	Tea Cafeteria & Experience Packages	Curated tea tasting sessions, afternoon tea experiences, premium Assam tea menus, tea pairing dinners
5.	Retail – Teas & Souvenirs	Sale of premium Assam teas, TTRI-branded products, local craft souvenirs, and gift hampers to guests and visitors
6.	Wellness & Tea Therapy	Spa / wellness services incorporating tea-based therapies, Assamese wellness traditions, and relaxation programmes
7.	Guided Tea Estate Tours	Conducted walks through tea gardens and the TTRI research campus, including factory visits (subject to TTRI scheduling)
8.	Cultural Programming	Bihu, Sattriya dance, local cultural performances, tea festivals, and curated guest experience packages
9.	Corporate & MICE	Meetings, incentives, conferences, and executive retreats utilising the dining hall, sitting rooms, and lawn

3.5 Existing FF&E and Utilities

- A detailed inventory of existing Furniture, Fixtures & Equipment (FF&E) will be provided at the time of site inspection. The lessee shall accept the property on an 'as-is-where-is' basis and sign an inventory receipt.

- Electricity (APDCL connection), campus water supply, and drainage are available. Separate metered connections will be arranged for the lessee.
- The lessee is encouraged to invest in refurbishment, additional FF&E, technology systems, and landscaping enhancements to elevate the guest experience.

SECTION 4 – ELIGIBILITY CRITERIA & IDEAL PARTNER PROFILE

4.1 Ideal Partner Profile

TTRI is seeking a hospitality partner who shares its vision for creating India's iconic tea-based destination. The ideal partner will demonstrate:

Partner Category	Why Well-Suited
Boutique Hospitality Operators	Deep expertise in curating personalised, story-driven guest experiences in unique properties
Heritage Hotel Brands	Experience managing and marketing properties with heritage character and conservation value
Experiential Tourism Companies	Strong capability in creating curated experience packages (tea tourism, wellness, cultural) for premium travellers
Corporate Retreat Specialists	Proven track record in delivering MICE services, executive retreats, and offsite programmes for corporate clients
Premium F&B Operators	Expertise in managing speciality food & beverage, tea cafeterias, and event catering with a quality focus

4.2 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 / tourism mandate.
- Government / semi-Government organisations, PSUs, or autonomous bodies with relevant hospitality experience.
- Entities blacklisted by any Government body, PSU, TRA, or TTRI, or with outstanding disputes with TTRI/TRA, are NOT eligible.

4.3 Minimum Eligibility Requirements

(a) Experience

- Minimum 3 (three) years of demonstrated experience in operating a hotel, guest house, resort, boutique property, or similar hospitality establishment of comparable scale; OR
- Experience in managing institutional guest houses, club facilities, heritage properties, or experiential tourism ventures for a minimum of 3 years. Supporting documents (certificates, work orders, lease agreements) mandatory.

(b) Financial Capacity

- Average annual turnover for the preceding 3 financial years: not less than Rs. _____ lakhs (CA-certified).
- 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.

4.4 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 5 – GENERAL TERMS AND CONDITIONS OF LEASE

5.1 Lease Period

- The initial lease period shall be Ten (10) years from the date of execution and registration of the Lease Deed.
- Upon completion of the initial term and subject to satisfactory performance, compliance with all covenants, and mutual agreement, the lease shall be renewable for a further period of Ten (10) years. Terms including MGA and revenue share percentages shall be freshly negotiated at renewal, benchmarked to then-prevailing market rates.
- The lessee must apply for renewal at least 6 (six) months before expiry of the initial 10-year term. No automatic right of renewal exists.
- If no agreement on renewal terms is reached within 3 months of application, the lease shall be deemed to expire on its original expiry date.

5.2 Earnest Money Deposit (EMD)

- EMD of Rs. 50,000 /- to be submitted with the Technical Bid, in the form of 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 LOA or withdraws after bid opening. No interest on EMD.

5.3 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/lawful termination, subject to deduction of dues, MGA shortfalls, or damages. TTRI may invoke without notice. Lessee to replenish within 30 days of invocation.

5.4 Handing Over & Taking Over

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

5.5 Permitted Use

- The property shall be used exclusively as a Guest House / Boutique Heritage Hotel / Tea Experience Hotel / Hospitality Establishment for accommodation and ancillary hospitality services (dining, tea experiences, events, retail, wellness, etc.) as permitted under applicable laws.
- All necessary licences (FSSAI, fire safety, trade licence, Tourism Department registration, etc.) to be obtained and maintained by the lessee. Any change in use requires prior TTRI written approval.

5.6 Prohibited Activities

- Subletting, assignment, or parting with possession (wholly or partially) is strictly prohibited.
- Illegal activities, nuisance, or activity detrimental to TTRI's research environment or reputation.
- Sale of liquor: subject to valid Assam Excise licence and TTRI's prior written approval.
- No livestock; no amplified sound after 10:00 PM without specific permission; no permanent structures on lawn without TTRI approval.

- No structural modifications, additions, or demolition without TTRI prior written approval and statutory permissions.
- No banners, hoardings, or external signage outside demised premises without TTRI prior written approval.

5.7 Maintenance Obligations

- Lessee shall maintain all areas (rooms, dining hall, sitting rooms, lawn, common areas) in clean, hygienic, and tenantable condition throughout the lease.
- Annual internal and external painting at lessee's cost. Lawn to be kept well-maintained (mowing, watering, landscaping).
- Day-to-day and preventive maintenance is the lessee's responsibility. Major structural repairs to be reported to TTRI; cost-sharing as mutually agreed.
- TTRI has the right to conduct periodic inspections with 48 hours' prior notice.

5.8 Compliance with Laws & Campus Regulations

- Full compliance with all applicable Central and State laws (labour, fire, health, sanitation, environment, FSSAI, etc.) is mandatory.
- TTRI campus security norms and entry/exit procedures to be respected by lessee, staff, and guests at all times.
- No disruption to TTRI's ongoing research, scientific, or administrative operations.
- Guest register to be maintained; details to be furnished to TTRI or authorities as required by law.

5.9 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; or conduct detrimental to TTRI. Lessee may terminate with 3 months' advance written notice.
- On termination/expiry, lessee to vacate within 30 days in clean condition. Overstay: double the MGA per month as damages, plus other legal remedies.

SECTION 6 – OPERATIONAL REQUIREMENTS & SERVICE STANDARDS

6.1 Overall Standard

The lessee shall operate the Tocklai Guest House to a standard consistent with a quality boutique hotel / heritage property, befitting the prestige of the Tocklai Tea Research Institute. The operation shall project and protect the global reputation of TTRI and of Assam tea. The following minimum standards shall be maintained throughout the lease.

6.2 Guest Rooms (11 Rooms)

- All rooms to be clean, well-maintained, and fully habitable at all times. Linen and towels to be provided and changed regularly.
- Rooms to be equipped with functional furniture, adequate lighting, fans/air-conditioning, and power points.
- Attached bathrooms to have running hot and cold water, working sanitary fittings, and adequate toiletries.
- Room tariffs to be displayed as required under applicable consumer protection and tourism laws.

6.3 Dining Hall

- Maintained as clean, well-lit, and well-ventilated, with capacity for approx. 30–40 covers.
- Minimum: breakfast, lunch, and dinner for resident guests. A la carte, banquet, and event dining may also be offered.
- Menu must include standard Indian cuisine and, at minimum, Assamese / regional and North Indian selections. Assam tea to feature prominently in the F&B offering.
- Full FSSAI compliance; all food-handling staff trained in food safety and hygiene.

6.4 Tea Experience & Value-Added Services

The following value-added offerings are expected to form a core part of the property's identity and are strongly encouraged:

- Tea Tasting Lounge: A dedicated or designated space for structured tea tasting sessions featuring premium Assam teas, including TTRI-certified varieties.
- Wellness & Tea Therapy: Spa / wellness services incorporating tea-based treatments (e.g., green tea facials, tea bath, tea aromatherapy) and Assamese wellness traditions.
- Guided Tea Estate Tours: Conducted walks through the TTRI tea gardens and research plots; factory visits (to be coordinated with TTRI's schedule and permissions).
- Cultural Programming: Bihu, Sattriya, and other local cultural performances; tea festivals; artisan craft showcases; and curated experiential packages for foreign and domestic tourists.
- Retail: Sale of premium Assam teas (including TTRI-licensed varieties), tea-related products, local handicrafts, and souvenirs from a designated retail point within the premises.
- Experience Packages: Curated multi-day packages combining accommodation, tea experiences, nature/wildlife excursions to Kaziranga, Majuli, and heritage sites at Moidam and Sibsagar.

6.5 Sitting Rooms / Lounges

- Both sitting rooms to be maintained as clean, presentable, and well-furnished spaces.
- One sitting room may be configured as a tea tasting lounge; the other as a conference / meeting room with appropriate seating and AV arrangements.

6.6 Lawn / Garden

- The premium lawn to be maintained in a well-manicured, green, and attractive condition at all times.
- The lessee may use the lawn for outdoor dining, garden tea experiences, corporate offsites, cultural events, and social functions (subject to applicable permissions and TTRI guidelines).
- No permanent structures on the lawn without TTRI written approval. Events must not disturb the campus environment.

6.7 Staffing

- Sufficient, trained, and courteous staff to be employed at all times (front-desk, housekeeping, kitchen, F&B service, security, maintenance, experience/activity staff).
- All staff employed directly by lessee; all employment obligations (wages, PF, ESI, gratuity) are the lessee's exclusive responsibility.
- TTRI may request removal of any staff member found to be a conduct risk to the campus.

6.8 Priority Accommodation for TTRI / TRA

- A minimum of 2 (two) rooms shall be kept on priority / first-refusal basis for TTRI/TRA official use, at a rate not higher than the lowest offered tariff.
- TTRI institutional guests (notified in writing) to be accommodated on priority subject to availability.
- Dining facilities and conference/meeting rooms available to TTRI for official use at concessional rates to be mutually agreed.

6.9 Signage, Branding & Heritage Preservation

- The lessee may brand the property under their own commercial name subject to TTRI's prior written approval. However, the property must always be identified as being situated within the Tocklai Tea Research Institute campus.
- TRA/TTRI branding and signage at the entrance must be retained and not obscured.
- The heritage character of the building and campus must be preserved; any renovation must be sensitive to the historic character of the property.

6.10 Record Keeping & Monthly Reporting

- Guest register (physical or electronic) to be maintained as required by law and TTRI.
- Monthly occupancy and revenue statement (rooms, F&B, experiences, retail) to be submitted to TTRI by the 5th of the following month.
- TTRI has the right to audit all records with 48 hours' prior notice.

SECTION 7 – FINANCIAL TERMS: REVENUE SHARING MODEL

TTRI has adopted a Revenue Sharing Model for this lease. TTRI shall receive a share of actual 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 aligns both parties' interests and ensures sustainable, performance-linked returns.

7.1 Revenue Sharing Structure

Sl.	Revenue Stream	TTRI's Share of Gross Revenue	Lessee Retains
1.	Room Revenue – all 11 rooms	_____ % of Gross Room Revenue per month	Balance %
2.	Food & Beverage Revenue (dining hall, room service, banquets, event catering)	_____ % of Gross F&B Revenue per month	Balance %
3.	Tea Experience & Cafeteria Revenue (tasting sessions, experience packages, curated programmes)	_____ % of Gross Experience Revenue per month	Balance %
4.	Retail Revenue (teas, souvenirs, TTRI-branded products)	_____ % of Gross Retail Revenue per month	Balance %
5.	Other Revenue (lawn hire, event space, conferencing, miscellaneous)	_____ % of Gross Other Revenue per month	Balance %

Bidders shall propose revenue share percentages for each stream in the Financial Bid Form (Section 11). TTRI will evaluate offers based on the composite revenue share and the MGA quoted. Minimum thresholds (upset percentages) are specified in Section 7.2 below.

7.2 Minimum Revenue Share Thresholds (Upset Percentages)

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

Sl.	Revenue Stream	Minimum Share for TTRI	Remarks
1.	Gross Room Revenue	_____ % (minimum)	All 11 rooms combined
2.	Gross F&B Revenue	_____ % (minimum)	Dining, room service, banquets
3.	Gross Experience Revenue	_____ % (minimum)	Tea tasting, packages
4.	Gross Retail Revenue	_____ % (minimum)	Teas, souvenirs, products
5.	Gross Other Revenue	_____ % (minimum)	Lawn, events, conferencing

7.3 Minimum Guarantee Amount (MGA)

- The MGA is the unconditional monthly floor payment due to TTRI regardless of operational status, occupancy levels, or revenue performance. It is payable in advance by the 5th of each month.

- Bidders shall quote their proposed MGA (per month) in the Financial Bid. MGA must not be less than the upset MGA of Rs. 4,00,000/- per month.
- Monthly payment to TTRI = MAX (MGA , Total Computed Revenue Share across all streams).
- If total revenue share exceeds the MGA, the lessee pays the higher revenue share. If revenue share falls below the MGA, the lessee pays the MGA in full.

Monthly Payment to TTRI = MAX (MGA , Sum of Revenue Shares on all streams)

7.4 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 shall be renegotiated by mutual agreement; failing agreement, existing percentages shall continue with an automatic 2% increment per stream.
- For the renewal period (Years 11–20), both MGA and revenue share percentages shall be freshly negotiated at market rates.

7.5 Definition of Gross Revenue

- Room Revenue: Total revenue billed for room occupancy (rack, corporate, OTA, group), before deductions for commissions/discounts, but excluding GST remitted to Government.
- F&B Revenue: Total billed revenue for food and beverages (dining, room service, banquets, event catering), excluding GST.
- Experience Revenue: Revenue from tea tasting sessions, guided tours, cultural programmes, wellness services, and curated experience packages.
- Retail Revenue: Revenue from sale of teas, TTRI-branded products, souvenirs, and related items.
- Other Revenue: Lawn hire, conference/event space hire, and other commercial activities.
- Gross Revenue EXCLUDES: refundable guest deposits; GST/statutory levies collected for Government remittance; and reimbursable expenses billed at actuals.

7.6 Revenue Reporting & Audit

- Lessee to maintain detailed daily revenue records across all streams (room-wise occupancy, F&B covers, experience bookings, retail sales).
- Monthly Revenue Statement to be submitted to TTRI by the 5th of the following month with payment due.
- The statement must include: (a) room-wise occupancy and room revenue; (b) F&B revenue by category; (c) experience revenue; (d) retail revenue; (e) other revenue; (f) revenue share computation; and (g) MGA comparison and amount due.
- TTRI has the right to audit books, POS records, reservation systems, and guest registers at any time with 48 hours' notice.
- Underreported revenue: lessee liable to pay shortfall + 18% p.a. interest + 2x penalty on underreported amount. Repeated underreporting = grounds for lease termination.

7.7 Payments: Mode & Due Dates

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

7.8 Penalties for Late or Short Payment

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

7.9 Utility Charges

- All utility charges (electricity, water, telephone, internet, LPG/fuel, cable TV, etc.) borne entirely by lessee; not deductible from revenue computation.

7.10 Taxes & Statutory Dues

- GST on accommodation and F&B: lessee to register, collect, and remit. Property tax (if billed by TTRI) to be paid within 30 days of receipt.

7.11 Capital Investment

- Lessee encouraged to invest in refurbishment, additional FF&E, landscaping, technology systems, tea experience infrastructure, and wellness facilities.
- Capital investments entitle lessee to no reduction in MGA/revenue share and no claim against TTRI on expiry/termination. Permanently attached improvements become TTRI property on lease expiry. Removable equipment may be taken by lessee at vacation subject to no structural damage.

7.12 Illustrative Revenue Share Calculation

Purely illustrative example (actual rates per accepted Financial Bid):

Revenue Stream	Gross Revenue (Rs.)	TTRI Share %	TTRI Share (Rs.)
Room Revenue (11 rooms)	3,00,000	30%	90,000
F&B Revenue	1,00,000	25%	25,000
Experience Revenue	40,000	20%	8,000
Retail Revenue	20,000	20%	4,000
Other Revenue	15,000	20%	3,000
Total Computed Revenue Share			1,30,000
Minimum Guarantee Amount (MGA)			1,00,000
AMOUNT DUE TO TTRI (higher of MGA or Rev. Share)			Rs. 1,30,000

In a lean month where total revenue share is Rs. 80,000 (below MGA of Rs. 1,00,000), lessee pays Rs. 1,00,000. In a good month where revenue share is Rs. 1,30,000 (above MGA), lessee pays Rs. 1,30,000.

SECTION 8 – SUBMISSION OF TENDER

8.1 Two-Envelope System

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

- (a) Envelope 1 – Technical Bid: Completed Application/Technical Bid Form (Section 10), EMD, all documents per the checklist (Section 12), and the Business Plan.
- (b) Envelope 2 – Financial Bid: Completed Financial Bid Form (Section 11) with MGA and Revenue Share percentages.

8.2 Marking of Envelopes

- Envelope 1: "TECHNICAL BID – Lease of Tocklai Guest House – Tender No. TTRI/GH-LEASE/2025-26/"
- Envelope 2: "FINANCIAL BID – Lease of Tocklai Guest House – DO NOT OPEN"
- Outer envelope: "TENDER FOR LEASE OF TOCKLAI GUEST HOUSE – 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.

8.3 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 returned unopened. All bids must remain valid for 90 days from the last date of submission.

8.4 Business Plan (Envelope 1)

Bidders must submit a Business Plan (max. 10 pages) in the Technical Bid, covering:

- Proposed positioning concept, branding, and market segment targeted.
- Proposed room tariff structure (FIT, corporate, group, OTA) and F&B pricing.
- Tea experience and value-added service offerings planned (tasting lounge, wellness, tours, cultural programmes, retail).
- Staffing plan and organisational structure.
- Capital investment plan for refurbishment and upgradation.
- Marketing, distribution, and occupancy ramp-up strategy.
- 5-year revenue projection by stream (rooms, F&B, experiences, retail, events).

8.5 Pre-Bid Meeting

TTRI may conduct a Pre-Bid Meeting / Inspection Day for interested bidders on a date to be notified separately. Queries and TTRI clarifications issued thereafter shall form part of the tender document.

SECTION 9 – EVALUATION AND AWARD

9.1 Opening of Tenders

- Technical Bids opened on the specified date in the presence of bidders/authorised representatives.
- Financial Bids of technically qualified bidders opened subsequently on a communicated date. Disqualified bidders' Financial Bids returned unopened.

9.2 Technical Evaluation (100 marks)

Sl.	Evaluation Criterion	Max. Marks
1.	Years of experience in hospitality / property / experience tourism management (3–5 yrs: 15; >5 yrs: 25)	25
2.	Financial capacity (annual turnover and bank solvency)	20
3.	Quality, feasibility, and innovation of the Business Plan (including tea experience vision)	30
4.	References and credentials from comparable hospitality / heritage / experiential properties	15
5.	Planned capital investment in property upgradation 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.

9.3 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.	Room Revenue Share % offered to TTRI	15	Highest % = 15; others pro-rated
3.	F&B Revenue Share % offered to TTRI	15	Highest % = 15; others pro-rated
4.	Experience & Retail Revenue Share % offered to TTRI	12	Highest % = 12; others pro-rated
5.	Other Revenue Share % offered to TTRI	8	Highest % = 8; others pro-rated
	TOTAL FINANCIAL SCORE	100	

- Combined Score = Technical Score + Financial Score (both out of 100; equal weight or as per weightage determined by TTRI).
- Highest combined score = H1. In case of tie, higher MGA offer preferred.
- TTRI may negotiate with H1 bidder to improve the offer before issuing the LOA.

9.4 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 is final. TTRI is not bound to accept any bid and may cancel the process at any stage.

SECTION 10 – 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/GH-LEASE/2025-26/ _____

Sir/Madam,

I/We, the undersigned, having read and understood the tender document, inspected the property, and agreed to all terms and conditions (including the Revenue Sharing Model), hereby submit our application for the lease of the Tocklai Guest House.

10.1 Bidder's Profile

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

10.2 Hospitality & Experience Management Track Record (Last 5 Years)

Sl.	Name of Property / Establishment	Type (Hotel/GH/Resort/Experience)	No. of Rooms	Period (From-To)	Owner / Client
1.					
2.					

Sl.	Name of Property / Establishment	Type (Hotel/GH/Resort/Experience)	No. of Rooms	Period (From-To)	Owner / Client
3.					

10.3 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)	
Bank Solvency Certificate Attached	Yes / No

10.4 Declaration

I/We hereby solemnly declare that:

1. All information furnished is true, correct, and complete. Misrepresentation will result in disqualification.
2. I/We have personally inspected the Tocklai Guest House and understand its current condition, layout, and extent.
3. I/We have read, understood, and accept all terms and conditions of this tender document without reservation, including the Revenue Sharing financial model.
4. I/We are not blacklisted or debarred by any Central/State Government body, PSU, TRA, or TTRI.
5. No criminal convictions or pending cases related to financial fraud or forgery.
6. No outstanding dues or disputes with TTRI or TRA.
7. I/We accept that jurisdiction for all disputes arising from this tender and the lease shall be courts at Jorhat, Assam.
8. I/We understand and accept that 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 11 – 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/GH-LEASE/2025-26/ _____

Sir/Madam,

Having read the tender document in full, examined the property, and agreed to all terms and conditions including the Revenue Sharing Model (Section 7), I/We hereby submit the following Financial Bid:

PART A – MINIMUM GUARANTEE AMOUNT (MGA)

Proposed Monthly MGA – in Figures	Rs. _____ /-
Proposed Monthly MGA – in Words	Rupees _____ only
Annual MGA Year 1 – in Figures	Rs. _____ /-
Proposed Commencement Date	
Proposed Name of Establishment	

PART B – REVENUE SHARE OFFER

Sl.	Revenue Stream	Proposed TTRI Share (%)	Lessee Retains (%)
1.	Gross Room Revenue (all 11 rooms combined)	_____ %	_____ %
2.	Gross F&B Revenue (dining hall, room service, banquets, catering)	_____ %	_____ %
3.	Gross Experience Revenue (tea tasting, tours, wellness, packages)	_____ %	_____ %
4.	Gross Retail Revenue (teas, TTRI products, souvenirs)	_____ %	_____ %
5.	Gross Other Revenue (lawn hire, events, conferencing, misc.)	_____ %	_____ %

PART C – 5-YEAR REVENUE PROJECTION (INDICATIVE)

Yr.	Projected Annual Gross Revenue (Rs.)	Projected Rev. Share to TTRI (Rs.)	MGA with 10% Escalation (Rs. p.a.)	Expected Payment to TTRI (Rs. p.a.)
1				

Yr.	Projected Annual Gross Revenue (Rs.)	Projected Rev. Share to TTRI (Rs.)	MGA with 10% Escalation (Rs. p.a.)	Expected Payment to TTRI (Rs. p.a.)
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 above is my/our unconditional minimum monthly commitment to TTRI, payable irrespective of revenues earned.
- The revenue share percentages quoted shall apply to Gross Revenues as defined in Section 7.5.
- I/We accept the 10% per annum compounding escalation of the MGA per Section 7.4.
- Monthly payment to TTRI shall be the higher of the MGA or the total computed Revenue Share for that month.
- All amounts are exclusive of GST/taxes 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 12 – DOCUMENT SUBMISSION CHECKLIST

Bidders must ensure all the following documents 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 10)		
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) 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 / lease agreements for hospitality/experience properties managed (minimum 3 years)		
11.	Business Plan (max. 10 pages) covering positioning, tea experience vision, revenue model, and 5-year projections – per Section 8.4		
12.	Declaration / Undertaking as per Section 10.4, duly signed		
13.	Non-refundable Tender Fee (DD) for Rs. 1,000/-		
14.	Power of Attorney / Board Resolution / Authorisation Letter (if signatory is not the proprietor/director/trustee)		
15.	Any other document the bidder considers relevant in support of their application		

Bidders are advised to retain a copy of all submitted documents. 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, acting through the Director, Tocklai Tea Research Institute, Tocklai, Jorhat – 785 008, Assam.
- Lessee: [Name and full address of successful bidder] as identified in the Letter of Award.

A.2 Demised Premises

- Description and extent of the Tocklai Guest House and associated areas as per the Schedule of Facilities (Section 3.3).
- Handing over on 'as-is-where-is' basis; lessee to sign handing-over certificate and FF&E inventory receipt on the date of possession.

A.3 Term and Renewal

- Initial lease term: Ten (10) years from the date of execution and registration of the Lease Deed.
- Renewal: For a further Ten (10) years by mutual written agreement, subject to satisfactory performance. Application for renewal to be made at least 6 months before expiry of initial term. Renewal terms (MGA, revenue share percentages) to be freshly negotiated at market rates. No automatic right of renewal.

A.4 Financial Model – Revenue Sharing with MGA

- Lessee to pay to TTRI each month: MAX (Monthly MGA , Total Computed Revenue Share across all streams), as per the accepted Financial Bid.
- MGA to escalate by 10% per annum compounded. Revenue share percentages fixed for first 5 years; renegotiated thereafter with 2% automatic increment if not renegotiated.
- Monthly Revenue Statement to be submitted by the 5th of each month with payment. Audit rights of TTRI as per Section 7.6.
- Penal interest at 1.5% per month on late/short payments. Non-payment for 2 months = material breach.

A.5 Security Deposit

- 12 months' accepted MGA. Refundable without interest after expiry/termination subject to deductions of dues. TTRI may invoke without notice; lessee to replenish within 30 days.

A.6 Lessee's Covenants

- Use property exclusively for agreed hospitality / tea experience / boutique hotel purposes.
- Maintain property in good, clean, and tenantable condition; annual painting; lawn maintenance.
- Obtain and maintain all statutory licences (FSSAI, fire safety, trade licence, tourism registration, etc.).
- Not sublet, assign, or part with possession in whole or in part.
- Pay MGA/revenue share, utilities, taxes, and all dues promptly.
- Comply with all applicable laws and TTRI campus regulations.
- Allow TTRI inspections and audits with 48 hours' notice.
- Maintain FF&E; return inventory in good condition on vacation.

- Provide priority accommodation and facilities to TTRI/TRA official guests.
- Submit monthly revenue statements accurately; maintain records as specified.
- Restore property to original or better condition on vacation.
- Preserve the heritage character and visual identity of the campus.

A.7 Lessor's Covenants (TTRI)

- Grant quiet enjoyment of the leased premises during the lease term.
- Attend to major structural deficiencies as mutually agreed.
- Provide access to utility connection points (electricity, water).
- Facilitate site inspection and guided tours of tea gardens as coordinated with TTRI's schedule.

A.8 Termination and Forfeiture

- Grounds for termination by TTRI (1 month's notice): breach of covenants; non-payment of MGA for 2 months; unauthorised use; subletting; conduct detrimental to TTRI.
- Termination by lessee: 3 months' advance written notice.
- On termination/expiry: vacant possession within 30 days; double MGA as damages for overstay.
- TTRI's right to re-enter and forfeit Security Deposit on breach.

A.9 Insurance

- Lessee to maintain comprehensive insurance: premises, contents, public liability, fire, employee liability. Copies of policies to be furnished to TTRI annually.

A.10 Stamp Duty and Registration

- Lease Deed to be duly stamped and registered under the Registration Act, 1908, and Assam Stamp Act. All costs (stamp duty, registration, legal fees) 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, TTRI. Venue: Jorhat, Assam. Costs shared equally.
- Courts at Jorhat, Assam shall have exclusive jurisdiction over all matters arising from or in connection with this lease.

— END OF TENDER DOCUMENT —

Tea Research Association | Tocklai Tea Research Institute (est. 1911)

Tocklai, Jorhat – 785 008, Assam, India | India's Tea Heritage Since 1911
