

TOURISM CORPORATION OF GUJARAT LIMITED GUIDELINES FOR RECOGNIZING HOTELS IN GUJARAT STATE

Tourism Corporation of Gujarat Limited (TCGL) plans to recognize Hotels/Resorts/etc in Gujarat State, which quality services to the tourists/guests visiting the State. Through this recognition, Hotels in Gujarat now have the opportunity to get the stamp of acknowledgement/recognition by the State Tourism Department which will help them to market to the guests the safety and comfort of the hotel facilities.

Eligibility Criteria

1. Must be an functioning establishment in Gujarat State only
2. Must have all the relevant Municipal/Police or any other required licenses with current validity
3. The hotel must be classified by Ministry of Tourism, Government of India with current validity
4. Must possess own website as marketing & promotional tool. Details of website have to be submitted.
5. Must have service tax registration & PAN Card (Be an income tax assessee). Details to be submitted.
6. Hotels which are 3* and above have necessarily to fulfill all the above mentioned conditions. While the below mentioned conditions are applicable only for 1* and 2* hotels in Gujarat, if they have not yet been recognized by Ministry of Tourism.
 - Fully operational 7 days a week in Season
 - Floor surfaces clean and in good space
 - Daily clean change of bed and bath linen and between check-in
 - Drinking water facility in each room with one tumbler
 - Shelves/drawer space in each room
 - Table, chairs, wastepaper basket, mirror in each room
 - Each room would have attached bathroom
 - Guest toiletries in bathroom
 - Western WC toilet to have a seat with lid and toilet paper
 - Hot and cold running water 24 hours
 - Reception facility
 - Basic facilities like ramp, etc for the differently enabled guests
 - Separate Dining room must
 - Hygienic Kitchen area with good quality cooking/vessels with proper garbage disposal systems/area.
 - Adequate parking facilities
 - CCTV at strategic locations and security arrangements at Hotel entrance

Physical inspection:

Physical inspection of each applicant by the TCGL team would be scrutinized in terms of the eligibility criteria mentioned above. The applicant has to necessarily fulfill all the above conditions to qualify.

Benefits offered:

1. The names/contact details of the accredited Hotels will be included the official website of Gujarat Tourism along with their website links.
2. Automatic registration of the hotel in the online booking system for Gujarat tourism products/hotels
3. The hotel can use Gujarat Tourism logo in his/her promotional material during the tenure of accreditation.
4. Preference will be given to the Properties during official functions, for participating in FAM tours to Gujarat, participation in exhibitions of Gujarat Tourism.

Documents to be Submitted

- 1) Name & full address (es) of all offices of the applicant with Telephone No. (s)/Fax No. (s) and name of the contact person (s) with mobile No.
- 2) Amount of non-refundable Rs.2000/- through DD for EOI application form, if it is downloaded from website. Rs.2000/- should be in the name of '**Tourism Corporation of Gujarat Limited**' payable at Gandhinagar,Gujarat. It should be sent to Manager(Tours & Travels) at head office in Gandhinagar, Gujarat.
- 3) Documents related to status of the bidder as Company/Partnership or Individual firm.
- 4) Turnover detail for the last three years (Balance Sheet & Profit and loss account of the last three financial year, duly certified by the CA)
- 5) As mentioned in checklist for submission of documents in EOI form.

General Terms & Conditions:

1. The Officers of the Corporation may inspect the premises of the operator office periodically.
2. The recognition shall be granted for a period of 3 (three) years initially subject to payment of non-refundable fee of 2000/- (Rupees two thousand) only, in favor of "Tourism Corporation of Gujarat Limited" being the registration fee.
3. TCGL reserves the right to sanction extension after recognition period which is initially for the period of 3 yrs.
4. Complaints received from the guests about the accredited Hotel will be referred to the Corporation for a preliminary enquiry and if required a detailed enquiry thereafter and their findings and recommendations on the action to be taken will be considered by the Corporation for appropriate action including termination.
5. All documents enclosed with application for empanelment should be self attested by the Applicant.
6. TCGL reserves the right to de-list any applicant or at the option of the recognized Hotel during the tenure/ validity period of recognition.
7. TCGL reserves the right to withdraw/cancel recognition of any hotel giving short notice in the public interest.
8. The legal jurisdiction for any dispute will be Gandhinagar, Gujarat.

Checklist of Documents to be submitted

Sr. No.	Documents Required	Details(filled by applicant)																							
1	Name & Full address (es) of all offices of the applicant with Telephone & Fax No. and Names of the contact person with mobile no.																								
2	Registration fees details																								
3	Documents related to status of the Hotel as Company/Partnership or Individual firm.																								
4	Must have all the relevant Municipal/Police or any other required licenses with current validity																								
5	Turnover detail for the last three years (Balance Sheet & Profit and loss account of the last three financial year, duly certified by the CA)																								
6	Recognition by Ministry of Tourism																								
7	Website detail of Hotel																								
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		Adequate parking facilities	
		CCTV at strategic locations and security arrangements at Hotel entrance	
9	Copy of the Income Tax Return of the last financial year		
10	PAN Card detail		
11	Service Tax No. & copy of service tax returns for the last financial year		

I/We _____ do hereby declare that the entries made in the above form are true to the best of my/our knowledge and also we shall be bound by the acts of my/our duly constituted attorney. I/We hereby understand that the submission of application doesn't guarantee Empanelment as service provider of TCGL. I/We further understand that in case of any information submitted by me/us, found to be incorrect either before or even after the empanelment, TCGL will have the right to summarily reject the application/cancel the empanelment at anytime without assigning any reason whatsoever.

Dated :

SEAL _____ Signature of the applicant _____