



Building Materials & Technology Promotion Council
Ministry of Housing & Urban Poverty Alleviation, Govt. of India
Core-5A, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi-3

NOTICE INVITING TENDER

BMTPC invites sealed offers for appointment of Travel Agency for booking Air Tickets/Railway Tickets. Detailed Tender Documents are available on the website of the Council (www.bmtpc.org).

Last date: 15 days from the date of publication of the advertisement in the Newspapers. Last date and further changes, if any, would be intimated on the website of the Council.

BMTPC/ADMN /2011

Dated:

To,
The Service Provider
Sir,

Sub: Tender Notice for appointment of Travel Agency for booking Air Ticket / Railway ticket – reg.

Building Materials & Technology Promotion Council intends to avail the services of a reputed Agency/firm having IATA membership, IRCTC Agency and serving atleast 3 Govt. offices / PSUs etc. (proof to be attached) for the last 3 years. The agency should have an annual turnover of minimum of Rs. 1 Crore for booking of air ticket / railway ticket during the last 03 financial years i.e. 2008-09 2009-10 & 2010-11. The Contract period will be for a period of two years, from the date of award of the contract. The following documents, form a part of the '**Tender Notice**':-

| | | |
|----|--|----------------|
| 1. | General terms and conditions | Annexure –I |
| 2. | Pre-qualification requirements for award of Contract for supply of air ticket / railway ticket (Technical Bid) | Annexure- II |
| 3. | Proforma for quoting rates (Financial Bid) | Annexure – III |

In case you are interested you may submit the offer in Annexure I and II (Technical Bid) duly filled in and signed for having accepted the General, Special terms and conditions and (Technical Bid) Pre-qualification in one envelope and Annexure-III (Financial Bid) in another envelope. (Please mention on first envelop - TECHNICAL BID and on second envelop - FINANCIAL BID). Both the sealed envelopes be placed in another sealed cover super scribing "**QUOTATION/RATES FOR APPOINTMENT OF TRAVEL AGENCY FOR BOOKING OF AIR TICKETS / RAILWAY TICKET**" and the same may be sent to **BMTPC, Core 5A, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi 110003** so as to reach by _____ (up to 5.00 PM).

Earnest Money Deposit is to be enclosed along with the filled up tenders document (with TECHNICAL BID) by way of DD of Rs. 20,000/- (Rupees twenty thousand only) in favour of "BMTPC." payable at Delhi. The tender document can also be downloaded from the Council's website (www.bmtpc.org).

It may please be noted that Agencies/firms who do not fulfill the Pre-qualification requirement will not be considered. Tenders of only those agencies will be opened who fulfill the terms and conditions (Annexure –I & II) of pre-qualification.

BMTPC reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Yours faithfully,

(A.K. Tiwari)
Dy. Chief (Admn.)

Encl.: As above

Annexure I

TERMS AND CONDITIONS

1. The financial bids of technically qualified tender will be opened on the day intimated over phone or through web site or through letter. The qualified tenderer may attend the opening of financial bids either on their own or through an authorized representative on the notified date and time.
2. EMD of unsuccessful tenderers will be returned without interest. EMD of successful tenderer will be retained and will be converted into security deposit and shall remain with BMTPC during the tenure of contract.
3. The EMD of successful tenderer will be forfeited in case he fails to accept the order.
4. **The Agency/Firm should have the IATA membership and IRCTC Agency and should be serving atleast 3 Govt./ PSUs offices (proof should be attached) for the last 3 years. Agency should have annual turnover of minimum Rs. 1 Crore for supply of air ticket / railway ticket during the last 3 financial year i.e. 2008-09, 2009-10 & 2010-11.**
5. The selected tenderers (herein after referred as Agency) will have to ensure fast and timely hand delivery of tickets by hand in BMTPC, Delhi office. At times the ticket and other related service will also be required at very short notice (1-3 hour).
6. The Agency invariably explore the possibility of Economy / Promotional apex fare(s) at the first instance for making the Air-booking.
7. No advance payment will be made for any kind of booking. However, BMTPC will arrange for expeditious payment on submission of monthly bills along with proof of receipt of ticket. The Agency will also be required to submit proof of actual fare paid/payable to the Airline.
8. The Agency will inform the Traveller about cancellation/ rescheduling of flights by the Airlines/Railways.
9. The Agency will also be required to arrange Visa, Transit Visa or any other formalities required for international visits.
10. In case the tickets are not delivered with in time the Agency will be solely responsible for the same and no payment will be made. In that case the Agency may be liable to Penalty Clause mentioned hereinafter.
11. **PENALTY CLAUSE** : In case the agency is not able to supply tickets on time, the penalty will be as under:
 - a) 5% in case of individual air ticket booking.
 - b) In case of railway tickets, reservation charges will not be payable.

Note: These conditions will come into force only where the Agency is at fault and not under unforeseen circumstances.

12. No revision of rates will be permitted during the period of the contract. The contract will be valid for two year from the date of award of contract. The contract can be extended further on year to year basis for a maximum period of 03 years on mutually agreed terms and conditions.
13. In case of unsatisfactory services i.e. non-booking of the Air / Railway tickets timely as per requirement of BMTPC etc. the contract shall be terminated by giving notice of 10 days.
14. In addition to discounts mentioned in rates quoted, the Agency shall intimate and transfer all additional discounts that are given by authorities / airline to BMTPC.
15. In case of cancellation, the proof of actual cancellation charge, charged by Airline shall have to be provided and BMTPC will pay the actual cancellation charges only.
16. The legal jurisdiction will be the Courts of Delhi only.
17. In case of any dispute the decision of the Executive Director, BMTPC will be final.
18. BMTPC has the right to accept or reject any tender without assigning any reason thereof.
19. Until an agreement is signed and executed, this Bid together with the written acceptance thereof for notification of award shall constitute a binding contract between the successful Agency and the Council.
20. It may be noted that Agencies who do not fulfill the Pre-qualification requirement will not be considered. Financial bids of only those Agencies who fulfill the terms and conditions (Annexure-I) of pre-qualification requirement **will be opened**.

**AUTHORIZED SIGNATORY
(FULL NAME WITH RUBBER STAMP OF THE TENDERER)**

Technical Bid

1. ABOUT THE AGENCY:

- (a) Name and address of the Agency :
- (b) Year of establishment :
- (c) Name of the proprietor :
- (d) Contact person :
- (e) Telephone no./mobile no.(office & residence) :
- (f) Fax no. and e-mail :
- (g) Whether Govt. Undertaking / Private Limited / MNC / Cooperative agency

2. Previous experience in travel related services, if any (attach documentary proof):-

3. Current List of clients

| | | Period | | Nature & Volume of booking | |
|----|---------------------------|--------|----|----------------------------|---------|
| | | From | To | Air | Railway |
| a) | Govt. Deptt. / Ministries | | | | |
| b) | M.N.C. | | | | |
| c) | Public Sector Undertaking | | | | |
| d) | Private Sector | | | | |
| e) | Any other | | | | |

4. Details of turn over of the Agency for the last three years (enclose proof like Audited Accounts etc.) (Submit copies of Service Tax, Registration etc.)

| Year | Total amount (in Rs.) |
|------|-----------------------|
| 2009 | |
| 2010 | |
| 2011 | |

5. **Registration Number of the Firm with IATA (enclose a copy of registration/IRCTC)**

6. **Infrastructure details:**

| | | |
|----|-------------------|--|
| a) | No. of Computers: | |
| b) | Whether online: | |
| c) | No. of employees: | |

7. **Whether the Agency can provide round the clock service for booking Air/Rail tickets:** Yes / No

If no, the service timings may be indicated.

8. **Other Service, if required :**

(a) Hotel Booking facility at the place of tour Yes / No

(b) Hiring of vehicle at the place of tour Yes / No

(c) Whether cargo handling service can be provided. Yes / No

9. **Whether the Agency will be providing a 24 hours help line service number so that BMTPC can contact in case of emergency.** Yes / No

10. **Any other information:**

11. **Earnest money of Rs. 20,000/- in favour of Building Materials & Technology Promotion Council payable at Delhi. Pay Order/ Draft no.**

_____ dated _____ & _____ Bank
_____.

**Authorized Signatory
(With full name and designation) Seal**

Annexure – III

Financial Bid

Air Ticket

A. Domestic Tickets

i. Discount offered on Basic Air Fare in Domestic tickets on different airlines (In percentage)

| S.No. | Name of the Airline | Economy Class | | Business Class/Executive Class | |
|-------|-----------------------|---------------|-----------------------|--------------------------------|-----------------------|
| | | Normal Fare | Promotional/APEX Fare | Normal Fare | Promotional/APEX Fare |
| 1 | Indian Airlines/India | | | | |
| 2 | Jet Airways | | | | |
| 3 | Kingfisher | | | | |
| 4 | Spice Jet | | | | |
| 5 | Indigo | | | | |
| 6 | Other Airlines | | | | |

Air Ticket

B. International Tickets

i. Discount offered on Basic Air Fare in International Air tickets.

| S. No. | Name of the Airline | Economy Class | Business Class/Executive Class |
|--------|---------------------|---------------|--------------------------------|
| 1 | All Airlines | | |

(iv) Other services

Visa Service

Charges: _____

Passport Service Charges:

Any Other related services (PI Specify)

Railway Ticket

For Railway Booking and cancellation

| | Charge per person per sector | |
|------------------|-------------------------------------|--|
| For Booking | | |
| For Cancellation | | |

**Authorized Signatory
(With full name and designation)**