

**Apparel, Made-Ups & Home Furnishing Sector Skill Council
Indian Buildings Congress, 1st Floor, Sector -6, R. K Puram, New Delhi**

File No. AMHSSC/CORP/ADMN/2016/09

Dated : 12.09.2016

Subject : Notice Inviting Quotations for Empanelment of Travel Agents for Domestic and International Air Tickets and Railway Ticket Booking.

Sealed quotation in the form of techno commercial bids are invited for Empanelment of travel agencies for domestic and international air tickets and railway ticket booking. The scope of work and other terms & conditions are mentioned here under:-

TERMS AND CONDITIONS

1. SCOPE OF WORK :-

- a) Providing of international and domestic air tickets and railway tickets for AMH SSC staff and functionaries.
- b) Making of itinerary of travel of the user which is the most cost effective as well as the best suitable to the user.
- c) Providing Protocol service at airport (on requirement basis).
- d) Providing hotel accommodation at the locations (on requirement basis)

2. QUALIFICATIONS OF BIDDERS : The quotation Service Provider Company/Firm/Agency should fulfill the following technical specification:-

- a. The Travel Agent should be approved by IATA and should be registered with IRCTC.
 - b. The Travel Agency may be a sole proprietary concern, partnership firm or a company and should be registered with Registrar of Firms/Companies, whichever is applicable.
 - c. Travel Agency should have Service Tax Registration Number and PAN Number.
 - d. The travel agent should be equipped with the requisite infrastructure in the form of Airline Computerised Reservation Systems (CRS), electronic mail and other modern communication systems.
 - e. The agency should have been providing domestic / international ticket booking services, Railway Ticket Booking to reputed institutional customers like Central Government/State Government/PSU/Bank etc.
 - f. The Service Provider Company / Firm / Agency is/ has not been black listed by Central Government / State Government / any PSU.
3. Attested copy of satisfaction certificate from the present office(s) in which the Service Provider Company / Firm / Agency is providing similar services has to be enclosed separately.
 4. The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the AMH SSC to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
 5. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.
 6. In case, the agency fails to comply with any statutory provision/taxation liability under appropriate law and as a result thereof AMH SSC is put to any obligation, monetary or otherwise, AMH SSC will be entitled to get itself reimbursed out of the outstanding bills or the security deposit of the Agency, to the extent of the loss or obligation in monetary terms.

7. **TENURE OF CONTRACT** : The tenure of the contract shall ordinarily be **one year**. However, the competent authority in AMH SSC, may at his discretion, allow extension of the tenure.
8. **SATISFACTORY SERVICES** – The decisions of CEO, AMH SSC shall be final and binding on the firm / agency for the purpose of determining satisfactory services.
9. **PROHIBITION OF SUB CONTRACT** – The firm / agency shall not appoint any sub-contract for this work under any circumstances.
10. **RESOLUTION OF DISPUTE** – In case of dispute the decisions of CEO, AMH SSC shall be final.
11. **PAYMENT** – The payment shall be released on submission of invoices by cheque / ECS transfer. A credit period of five weeks shall be allowed by the travel agent.
12. **SUBMISSION OF QUOTATION** – The quotation must be submitted in the prescribed pro-forma provided in Annexure – I and Annexure – II. Quotations not in the prescribed pro-forma are liable to be rejected.
 - 12.1) **Technical Bid** – The Technical bid, in the pro-forma prescribed at Annexure – I, alongwith the under-mentioned documents may be kept in a sealed cover and super scribed as “Technical Bids”.
 - 12.1 (i) Attested photocopies of PAN No., Service Tax Registration No. and Registration Certificate of the firm.
 - 12.1 (ii) Attested photocopies of documents in support of possession of requisite experience by the firm.
 - 12.2) **Financial Bid** – The Financial bid may be furnished in the prescribed pro-forma given in Annexure-II and kept in a sealed cover super scribed as “Financial Bid”.
 - 12.3) Two separate sealed covers containing the Technical Bid and Financial Bid may be kept in another sealed cover and addressed to the Assistant Secretary, AMH SSC. The cover should be super scribed as “Quotation for engaging a travel agency”.
13. **Last Date** : The quotation complete in all respects should reach the **Joint Director (PTV) on or before 20th Sept 2016 by 12 noon**.
14. AMH SSC reserves the right to reject any or all of the quotations without assigning any reason.

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Annexure – I

Technical Bid for Empanelment of Travel Agents for Domestic and International Air Tickets and Railway Ticket Booking.

Sl. No.	Particulars	Details to be filled by the Agency
1	Name of the Firm / Agency	
2	Registered office/business address of the agency	
3	Name of Contact Person(s)	
4	Address with telephone, Email and name(s) of the contact person (s)	
5	Year of Incorporation/Constitution of the Firm/Agency	
6	Income Tax - PAN No. (Attach copy of PAN)	
7	Service Tax/ VAT No. (Attach copy of Service tax registration No./VAT No.)	
8	Whether registered with Registrar of Firms/Companies. Date of Registration (Attach copy of Registration)	
9	Infrastructure details Whether the agency is providing domestic / international ticket booking services and Railway Ticket Booking to reputed institutional customers like Central Government/State Government/any PSU etc. Give names of institutions where the agency is empanelled/providing such services. (Attach copy of Orders / proof)	
10	Additional facilities offered other than booking tickets/Transaction charges/service fees/other charges if any like hotels/local transport, etc.	
11	Whether the travel agent is equipped with the requisite infrastructure in the form of Airline Computerised Reservation System (CRS), electronic mail and other modern communication systems.	
12	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also, if so required.	
13	Please indicate whether the agency is prepared to offer five weeks credit	

15. Format for giving details of key personnel of the agency

Sl. No.	Name of personnel	Designation	Contact number	Any information

16. Any other relevant information

17. Verification – The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by AMH SSC if it deems fit.

(Signature of the Authorized Representative)

Name:

Seal:

Date:

Place:

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Annexure – II

Financial Bid for Empanelment of Travel Agents for Domestic and International Air Tickets and Railway Ticket Booking.

1. Name and address of quotationing
Service : Provider Company /
Firm / Agency

2. Financial Bid :

Sl. No.	Particulars	Details to be filled by the Agency
1.	Please indicate the percentage of discount that can be provided by the travel agent on air/rail tickets.	Air Ticket (International)% Air Ticket (Domestic)% Train Ticket%
2.	Please indicate if the travel agent desires to levy any service charge/administrative charge/transaction charge or any other charge from AMH SSC.	Percentage of charges to be levied from AMH SSC%
3.	Please indicate the percentage of discount that can be provided by the travel agent on hotel booking.	

(Signature of the Authorized Representative)
Name:
Seal:
Date:
Place: