



Ref. No. : 3-1/Admn/NCSCM/2013/1

24th October 2013

**INVITATION FOR QUOTATIONS FOR ANNUAL RATE CONTRACT FOR
DOMESTIC TRAVEL RELATED AIR TICKETS FROM BOOKING
AGENTS/WEB PORTALS**

From

The Director,
National Centre for Sustainable Coastal Management,
Anna University Campus,
Chennai - 600 025.

To

Dear Sirs,

Sub: Inviting quotation for Annual Rate Contract for Domestic travel related Air tickets booking agents/web portals - Reg.

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous Research Institute of the Ministry of Environment and Forests and has its Office located in Koodal Building, Anna University Campus, Chennai-600025.

Sealed quotation in the form of techno commercial bids are invited for Annual Rate contract for domestic travel related Air tickets booking agents/web portals, henceforth referred to as "Agency" throughout this document. The scope of work and other terms & conditions are mentioned here under:-

TERMS AND CONDITIONS

1. SCOPE OF WORK

- (a) Providing domestic travel related Air tickets booking National Centre for Sustainable Coastal Management 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.

2. QUALIFICATIONS OF BIDDERS

- 2.1 The Agency should have a valid IATA number.
- 2.2 The Agency may be a sole proprietary concern, partnership firm or a company and should be registered with Registrar of Firms/Companies, whichever is applicable.



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Ministry of Environment and Forests
National Centre for Sustainable Coastal Management

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- 2.3 Agency should have Service Tax Registration Number and PAN Number.
- 2.4 The Agency should be equipped with the requisite infrastructure in the form of Airline Computerised Reservation Systems(CRS), electronic mail and other modern communication systems.
- 2.5 The agency should have been providing domestic travel related airticket booking services to reputed institutional customers like Central Government/State Government/PSU/Bank etc. for the last 3 financial years (Proof to be enclosed)
- 2.6 The Agency shall submit affidavit (as per Annexure III) stating that the agency is/ has not been black listed by Central Government / State Government / any PSU/ any autonomous organisation under Central or State Government.
- 2.7 Agency should have done a business of minimum Rs. 50,00,000/- per annum from such in the past 3 financial years (Proof to be enclosed)
- 2.8 Agency should enclose satisfaction certificate from minimum two clients of them with whom they have done business for Rs. 10,00,000/- per annum and above in the last 2 financial year (including current financial year).
3. The agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the National Centre for Sustainable Coastal Management to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
4. 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.
5. In case, the tendering agency fails to comply with any statutory provision/taxation liability under appropriate law and as a result thereof National Centre for Sustainable Coastal Management is put to any obligation, monetary or otherwise, National Centre for Sustainable Coastal Management will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms. In case no outstanding bill is available then the tendering agency will be liable to pay National Centre for Sustainable Coastal Management, to the extend of the loss or obligation in monetary terms.
6. Agency should pass on the credit/bonus points or any other benefit to National Centre for Sustainable Coastal Management, which were gained from the travels made by the staff and functionaries of National Centre for Sustainable Coastal Management.
7. **EVALUATION OF BIDS:** Bids will be evaluated on Technical and Financial criteria. Financial bids of only those agency would be opened, who qualify the minimum requirement in technical evaluation.



Technical Bid Parameters :-

1. **PANEL** : Based on the financial parameters National Centre for Sustainable Coastal Management may, at its discretion, prepare a panel containing up to three agency for obtaining service.
2. **TENURE OF CONTRACT** : The tenure of the contract shall ordinarily be **ONE YEAR**. However, the competent authority in National Centre for Sustainable Coastal Management, may at his/her discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the firm.
3. **SATISFACTORY SERVICES** - The decisions of The Director, National Centre for Sustainable Coastal Management or any other officer authorized by the Director, National Centre for Sustainable Coastal Management, shall be final and binding on the agency for the purpose of determining satisfactory services.
4. **PROHIBITION OF SUB CONTRACT** - The agency shall not appoint any sub-contract for this work under any circumstances.
5. **RESOLUTION OF DISPUTE** - In case of dispute the decisions of The Director, National Centre for Sustainable Coastal Management shall be final.
6. **PAYMENT** - The payment shall be released on submission of invoices by cheque. A credit period of five weeks shall be allowed by the agency.
7. **SUBMISSION OF QUOTATION** - The quotations must be submitted in the prescribed pro-forma provided in Annexure - I, II and Annexure - III. Tenders not in the prescribed pro-forma are liable to be rejected.
 - 7.1 **Technical Bid** - The Technical bid, in the pro-forma prescribed at Annexure-I, along with the under-mentioned documents may be kept in a sealed cover and super scribed as "**Technical Bids**".
 - 7.2 (i) Attested photocopies of PAN No., Service Tax Registration No. and Registration Certificate of the firm.
(ii) Attested photocopies of documents in support of possession of requisite experience by the firm.
(iii) An undertaking to the effect that the said firm is willing to abide by the terms and conditions of National Centre for Sustainable Coastal Management contained in the present NIT in the format given in Annexure-III.
(iv) An affidavit on a Rs. 20/- stamp paper duly attested by a Notary Public to the effect that the agency is/has not been black listed by Central Government /State Government /any PSU in the format given in Annexure-III.
 - 7.3 **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**".



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8. The contractor shall seal the quotation in an envelope along with the address of the bidder and addressed to "**The Director, National Centre for Sustainable Coastal Management, Koodal Building, Anna University Campus, Chennai-600025**". The envelope will also bear the following identification :-
 - Quotation for **Annual Rate Contract For Domestic Travel Related Air Tickets**
 - Do not open before **11.00AM** on **26/11/2013**
 - Quotation ref. no. **3-1/Admn/NCSCM/2013/1**
 - Pre-bid discussion/site inspection can be had at **11.00AM** on **06/11/2013**
9. Last date for submitting the quotation : Quotations will be accepted at the reception of the National Centre for Sustainable Coastal Management till **5.30PM** on **25/11/2013**.
10. **Opening of Quotation** - The bids shall be opened at **11.00AM** on **26/11/2013** followed by opening Financial bid on the same day.
11. National Centre for Sustainable Coastal Management reserves the right to reject any or all of the quotations without assigning any reason.

S/d.
Director,
National Centre for Sustainable
Coastal Management,
Anna University Campus,
Chennai - 600 025



Annexure - I

Technical Bid for Empanelment of Agency for booking of Domestic Air Tickets

Sl. No.	Particulars	Details to be filled by the Agency
1	Name of the Agency	
2	Registered office/business address of the agency	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation/Constitution of the 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	Customer Profile (Attach copy of orders/proof)	
10	Infrastructure details Whether the agency is providing domestic ticket booking services 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)	
11	Names, address with telephone numbers of minimum two clients may be provided for obtaining necessary confirmation regarding the standard of service and other relevant details. (Attach satisfaction certificate)	
12	Additional facilities offered other than booking tickets/Transaction charges/service fees/other charges if any	
13	Whether the agency is equipped with the requisite infrastructure in the form of Airline Computerised Reservation System (CRS), electronic mail and other modern communication systems.	
14	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also, if so required by the National Centre for Sustainable Coastal Management	
15	Please indicate whether the agency is prepared to offer five weeks credit	
16	Please indicate if the agency can pass the credit/bonus points or any other benefits earned from the airlines to National Centre for Sustainable Coastal Management	
17	Indicate if the benefits earned in Sl.No. 16 can be used with any airline service provider.	



Annexure - II

Financial Bid for Empanelment of Agency for booking of Domestic Air Tickets

- 1 Name and address of 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 agency on air tickets.	
2.	Please indicate if the travel agent desires to levy any service charge/administrative charge/transaction charge or any other charge to NCSCM.	

Signature of authorized signatory

Full Name :

Seal :



DECLARATION (To be given on a stamp paper of Rs. 20/-)

I, Mr. / Ms. / Dr. _____ Son/Daughter/Wife
of Sri _____ Proprietor/Partner/Director, a authorized
signatory of the Company/Firm/Agency, namely M/s _____ is
competent to sign this declaration and execute this tender document;

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;
3. I do hereby undertake that the Company/Agency/Firm shall comply with all statutory provisions relating to Service tax and any other taxes/Acts/Rules relevant to the matter and in case any liability arises on National Centre for Sustainable Coastal Management on this account, the Company/Agency/Firm shall bear the same;
4. It is also certified that the Company/Firm/Agency namely M/s _____
_____ having its registered office at _____
_____ has not been black-listed by any
Government Department / Public Sector Undertaking for engaging a agency.

Signature of authorized signatory

Full Name :

Seal :

Date:
Place: