

INSTITUTE OF SEISMOLOGICAL RESEARCH (ISR)
Near Petroleum University, Raisan, GANDHINAGAR 382007
www.isr.gujarat.gov.in Phone: 079-66739009

Short Tender Notice

Sealed tenders are invited from reputed agencies/vendors for discount, and service charge/commission towards air ticket booking, rail ticket booking. The tender document may be collected from the Institute of Seismological Research, Raisan, Gandhinagar between 9/12/2016 to 22/12/2016 or download from the above mentioned website. The last date for submitting the tender form with offer is 23/12/2016, **11:00AM**, which will be opened on the same day at **11.30 AM** at ISR.

Director General
Institute of Seismological Research

Tender No.	ISR/SPO/Travel/2016-1
Ref.No	
Description	
Tender fee (non-refundable)	Rs.100/-(along with bid)
Tender EMD	Rs.20,000/- (along with bid)
Performance/Bank Guarantee/Security deposit	EMD will be held by ISR as PBG.
Date of Issue	9/12/2016
Closing date and time of bid	23/12/2016, 11:00hrs
Place, Date and Time of opening bid (only for qualified bidders)	Institute of Seismological Research, Next to PDPU, Raisan, Gandhinagar, Gujarat-382007 Date: 23-12-2016 at 11:30 am at ISR. (Vendor is allowed to remain present at the time of opening of price bid).

Dated: 8th Dec., 2016

To,

The Service Provider

Sirs,

Sub: - Tender Notice for supply of Air Ticket / Railway ticket – Reg.

Institute of Seismological Research intends to avail of the services of a reputed Agency/firm having IATA membership and serving at least 3 Govt. organization, Nigam, Board, societies etc. (proof be attached) of the last 3 years. The agency should have an annual turnover of a minimum of Rs. 20 lakhs for supply of air ticket / railway ticket during the last 2 financial year i.e. 2015 and 2016. The Contract period will be for a period of one year, 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 inspect the premises and submit the above mentioned 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 SUPPLY OF AIR TICKET / RAILWAY TICKET**” and the same may be sent to” Institute of Seismological Research, Raisan, Gandhinagar, Gujarat” so as to reach by 22.12.2016 (upto 11:00 AM)

The tender document can be obtained during office hours at “**Director General, ISR, near PDP, Raisan, Gandhinagar, Gujarat**”. 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 “**Director General, ISR**” payable at Gandhinagar.

The tender document can also be download the form from the Bank’s website (www.isr.gujarat.gov.in). 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.

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

DG, ISR

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/mail. The qualified tenders can 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 tenderers will be retained and will be converted into security deposit and shall remain with ISR 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 should be serving atleast 3 Govt./ PSUs offices (proof should be attached) from the last 3 years. Agency should have annual turnover of minimum Rs. 20 lakhs for supply of air ticket / railway ticket during the last 2 financial year i.e. 2015 and 2016.**
 4. The selected tenderes (herein after referred as Agency) will have to ensure fast and timely by hand delivery of tickets by hand in ISR office or by mail. At times the ticket and other related service will be required on very short notice (1-3) hour
 5. The Agency invariably explore the possibility of Economy / Promotional apex fare(s) at the first instance for making the Air-booking.
 6. No advance payment will be made for any kind of booking. However, ISR will arrange for expeditious payment on submission of monthly bills along with proof of receipt of ticket.
 7. The Agency will inform the Traveler about cancellation/ rescheduling of flights by the Airlines
 8. The Agency will ensure that Visa, Transit Visa or any other formalities required for international visits are fulfilled
 9. In case the tickets are not with in time delivered the Agency will be solely responsible for the same and no payment may be made. In that case the Agency may be liable to Penalty Clause mentioned hereinafter.
 10. **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.
- # These conditions will come into force only where the Agency is at fault and not under unforeseen circumstances
11. No revision of rates will be permitted during the period of the contract. The contract will be valid for one 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.
 12. In case of unsatisfactory services i.e. non-booking of the Air / Railway tickets timely as per requirement of ISR etc. the contract shall be terminated by giving notice of 10 days.

13. In addition to discounts mentioned in rates quoted, the Agency shall intimate and transfer all additional discounts that are given by authorities / airline to ISR
14. In case of cancellation, the proof of actual cancellation charge, charged by Airline shall have to be provided and ISR will pay the actual cancellation charges only.
15. The legal jurisdiction will be the Courts of Gandhinagar only
16. In case of any dispute the decision of DG, ISR will be final
17. ISR has the right to accept or reject any tender without assigning any reason thereof
18. 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 Bank.
19. It may be noted that Agencies who do not fulfill the Pre-qualification requirement will not be considered. Tenders 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)**

**Annexure - II
Technical Bid**

1. ABOUT THE AGENCY:

(a) Name & Address of the Agency:

(b) Year of establishment:

(c) (i) Name of the proprietor:

(ii) Contact Person: -

(d) Telephone No./Mobile No:- (office and residence)

(e) Fax: E-mail:

(f) Whether Govt. Undertaking / Private Limited / Cooperative agency/ Govt. Societies

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)	Public Sector Undertaking				
c)	Private Sector				
d)	Any other				

Annexure – II

4. Details of turnover 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.)
2014	
2015	
2016	

Registration Number of the Firm with IATA (enclose a copy of registration)

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

8. Other Service :

- (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 ISR can contact in case of emergency. Yes / No

10. Any other information:

11. Earnest money of Rs.20,000/- in favour of DG, ISR payable at Gandhinagar. 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 and Service Charge on Basic Air Fare in Domestic tickets on different airlines (In percentage)

SL.	Name of the Airline	Economy Class (Discount %)	Business Class/Executive Class (Discount %)	Service Charge (In %)
1	All Airlines			

Air Ticket

B] International Tickets

i. Discount offered , and service charge on Basic Air Fare in International Air tickets in percentage.

SL.	Name of the Airline	Economy Class (Discount)	Business Class/Executive Class (Discount)	Service Charge (In %)
1	All Airlines			

Annexure - III (contd.)

(iv) Other services

Visa Service Charges: _____

Passport Service Charges _____

Any Other related services
(Pl Specify) _____

Railway Ticket

For Railway Booking and cancellation

	Charge per person per sector	
For Booking		
For Cancellation		

Authorized Signatory
(With full name and designation) SEAL