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NOTICE INVITING QUOTATIONS

Quotations are invited for Engaging Travel Agency for NIXI, New Delhi and providing required services (as & when required).

Publishing Date: 03-01-2023

Last date of submission of quotations: 12-01-2023 (3:00 P.M.)

NOTICE INVITING QUOTATION

NIXI is a not-for-profit organization under section 28 of the companies Act- 2013 under Ministry of Information Technology, intends to hire travel agency and inviting quotations for the same.

The CEO, NIXI invites Sealed Quotations for engaging the reputed firms/companies as described in Annexure-I. The detailed terms and conditions are enclosed in Annexure I, which can be helpful in furnishing the response along with the quotation.

COMMERCIAL TERMS

- 1. Hotel Booking:
- 2. Domestic Ticket:
- 3. International Tickets:
- 4. Visa Handling Charges:
- 5. Insurance Handling Charges:
- 6. Cancellation charges
- 7. Ticket re-issue charges.
- 8. Rail Ticket booking (Normal and Tatkal)

Eliqibility Criteria:

- 1. The Bidder should be a company registered under Companies Act, 1956/2013 and in existence for at least 5 Years.
- 2. Vendor must be in business of travel agency for at least last 5 years.
- 3. The Travel Agency must be an accredited and valid member of International Air Transport Association (IATA).
- 4. Financial capability in carrying out the services with an average annual of turnover of atleast two crores (2 crores) in last three years.
- 5. The Travel Agency have not barred by the Government.
- 6. Manpower must be 35 people.

Mandatory

- 1. The party will undertake the airport service to assist the senior executives for courtesy "Meet and Greet" service.
- 2. The party will fulfill to arrange Visa/other:
 - Domestic and International
 - Local Travel
 - Visa
 - Creation frequent flyer of all officers
 - Alternative made arrangement

Requirement:

- 1. 24x7 service. No holidays admissible during the year.
- 2. Assistance for obtaining visa for every officer travelling abroad.
- **3.** Extending personal support including submitting of passport at the embassies for CEO/All the officers.
- **4.** Obtaining travel related insurance including overseas medical/accidental insurance.

Quotation should be submitted in the sealed Envelope Subscribed "QUOTATION FOR ENGAGEMENT OF TRAVEL AGENCY IN NIXI" along with the other documents to be enclosed including duly filled up Annexures I & II.

The Quotation shall be sent by Registered post/courier or delivered by hand to Ms. Sheeja Suresh (EA Admin), Administration Department, 9th Floor, B-Wing, Statesman House, 148, Barakhamba Road, New Delhi-110 001 by 12-01-2023 (3:00 P.M.) opened on the same day at 3.30 P.M. in the presence of parties who wish to be present at their own cost. Quotations received after due date and time

If the day fixed for opening of quotations is subsequently declared a holiday, the quotations will be opened on the next working day.

The Corporation reserves the right to accept or reject any or all the quotation without assigning any reason thereof.

Conditional quotation will not be accepted.

The terms & conditions are attached herewith for reference (Annexure-I) which should be seen by the quotationer before forwarding their quotations. The details of the quotation can be seen and downloaded from the website of NIXI.

Enclosure:

Annexure I (General Terms & Conditions)
Annexure II (Price Bid/ Quotation)
Annexure III (Bid Security Declaration)

FOR: CEO, NIXI

Copy to:

1. Website of NIXI

ANNEXURE-I

GENERAL TERMS & CONDITIONS

1. Scope of Work:

The NIQ is for Engagement of Travel/ Agency for booking of tickets and other allied works.

2. Period of Contract:

The empanelment will be initially valid for a period of one year. However, the performance of an agency is found satisfactory, the empanelment can be extended for another one year. The rates once finalized will remain valid throughout the period of contract. No claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of the travel agency to bear such additional expenses.

3. Earnest Money Deposit (EMD):

Since Government of India has advised vide **OM No. F** 9/4/2020-PPD **Dated 12-12-2020** that no provision of bid security i.e., EMD shall be kept in Bid Documents till 31-12-2021, the same is not insisted upon. But, every bidder has to give "**Bid Security Declaration**", failing which these quotations will not be considered.

4. Security Deposit:

The successful quotationer will have to deposit a security of **Rs. 2,00,000/- (Rupees two lakh)** only in the form of a Demand Draft/Pay Order/NEFT online transfer in favor of **National Internet Exchange of India**, New Delhi with in ten days after receiving the confirmation/ offer letter. The security deposit will be refunded to the contractor within sixty days from the date of completion of the contract period and no interest will be paid on the security deposit.

5. Bid System:

It is the single bid system and all papers/documents shall be enclosed in Tact in the sealed envelope in support of their eligibility criteria. The financial bid shall also be enclosed in the separate envelope super scribing "Financial Bid" and put in the main envelope.

- A) Eligibility Criteria (Proofs shall be enclosed):
 - 1. The Bidder should be a company registered under Companies Act, 1956/2013 and in existence for at least 5 Years. (Photocopy of Certificate of incorporation) (Income Tax/ Yearly compliance of Ministry of Cooperation)
 - 2. Must have an average turnover of Rs 2 crores in last three years. (Copy of Accounts)/ Income Tax Return/ CA Certified
 - 3. Must be in the business of Tours, Travels Ticketing, Hotel Booking and Logistics for last 5 years. (Self-Declaration)
 - 4. Must have served/ serving at least three government agency. (Self-Declaration)
 - 5. Must be valid member of IATA. (Self-Declaration)
 - 6. Must have not black listed. (Self-Declaration)
 - 7. Manpower must be 35 people. (Self-Declaration) at least 20 people (salary slip of employees) in Delhi.

Mandatory

- 1. The party will undertake the airport service to assist the senior executives for courtesy "Meet and Greet" service.
- 2. The party will fulfill to arrange Visa/other:
 - Domestic and International
 - Local Travel
 - Visa
 - Creation frequent flyer of all officers
 - Alternative made arrangement

a. Price Bid

i. To be filled on the prescribed format of Annexure II

3. Evaluation Criteria:

S.NO	PARAMETER	MARKS	CRITERIA		
1	The Bidder should be a company registered under Companies Act, 1956/2013 and in existence for at least 5 Years. (Photocopy of Certificate of incorporation) (Income Tax/ Yearly compliance of Ministry of Cooperation)	20	YES		NO
			20		
Must have an average turnover of Rs crores in last three years. (Copy Accounts)/ Income Tax Return/ Certified	Must have an average turnover of Rs 2 crores in last three years. (Copy of	20	2-5cr	5-7cr	7cr & more
		10	15	20	
				1	•

3	Must be in the business of Tours, Travels Ticketing, Hotel Booking and Logistics for last 5 years. (Self- Declaration)	20	5-8 10	8-12 15	12 and more 20
4	Must have served/ serving at least three government agency. (Self-Declaration)	10	3-5	5-8	8 & more 10
5	Must be valid member of IATA. (Self-Declaration)	10	YES 10		NO
6	Must have not black listed. (Self- Declaration)	10	YES 10		NO
7	Manpower must be 35 people. (Self-Declaration) at least 20 people (salary slip of employees) in Delhi.	10	20-25 In Delhi 5	25-30 In Delhi 8	30 & above In Delhi 10
	TOTAL	100			

NOTE: 30% WEIGHTAGE FOR TECHNICAL BID
70% WEIGHTAGE FOR FINANCIAL BID

4. Submission of Quotations:

Sealed quotations in the form prescribed in Annexure-I and II contained in an envelope duly super scribed – "QUOTATION FOR TRAVEL AGENCY IN NIXI" addressed to the "Ms. Sheeja Suresh (EA-Admin), Administration Department, NIXI, 9th Floor, B-Wing, Statesman House, 148, Barakhamba Road, New Delhi-110 001" should reach by 3 PM on 12/01/2023. In case that day happens to be holiday, the next working day shall be deemed to be the last date of submission of quotation. Any request for extension of submission date of quotations will not be considered.

5. Opening of Quotations:

The quotations received will be opened at 3.30 PM of the last date of submission of quotation as mentioned in the above para. The authorized representative of the quoting firm (one member only) may remain present during opening of quotation, if desires so. If the day of opening of Quotation will be declared as holiday, the quotations will be opened on next working day.

6. Evaluation of Quotations/ Offers:

The quotations of only those parties who satisfy all the requirements/conditions stipulated in this Document will be considered. Quotation with any cutting or overwriting in the figures will not be considered.

The work will be awarded strictly to L-1 party, who can be invited for interaction and acceptance of offer based on his quoted rates. The party shall, therefore, understand the terms & conditions very meticulously. The party will appear at their own expenses to fulfil the formalities.

- 7. The contract so awarded will commence from the date of consent of the firm to the term and conditions. The contract so awarded can be terminated by NIXI at any time without giving any reason.
- 8. The party submitting the quotation must be capable of arranging the tickets etc. as andwhen required by NIXI.
- 9. The firm shall comply with all statutory enactment/provisions in relation to services offered by them.
- 10. No advance payment will be made by NIXI. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month.
- 11. The rates quoted should be exclusive of the GST. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.
- 12. Any dispute arising during the currency of contract will be resolved mutually. However, any other dispute, if any, arising out of this contract will be subject to the jurisdiction of the courts in Delhi only.
- 13. The quotationer shall also give the certificate that my/our firm has not been black listed by any Institutional agency/ Govt. Department /Public sector undertaking for participating in the quotation, in last 3 years.
- 14. Latest valid GST from concerned Authorities of the State Govt. as applicable. The quotationer should attach the PAN along with GST registration certificate.
- 15. The NIXI reserves the right to accept /reject the quotations without assigning any reasonand the decision of the CEO, NIXI shall be final and binding on party.

ANNEXURE-II

FINANCIAL BID

S. NO	PARTICULARS	RATE (SERVICE CHARGE) (RS)	MARKS
1	Hotel Booking • Domestic • International		25%
2	Domestic Tickets		25%
3	International Tickets		15%
4	Visa Handling Charges		5%
5	Insurance Handling Charges		5%
6	Cancellation Charges		5%
7	Ticket Reissue Charges		5%
8	Rail Ticket Booking Normal Tatkal		15%
	TOTAL		100%

Note: Rates are to be quoted excluding GST.

Any	
Information: -	
Date:	
Place:	
	Signature
	Name
	Official Stamp/

Seal.....

ANNEXURE-III

Bid Securing Declaration Form

Date:
Quotation No
To (insert complete name and address of the purchaser)
I/We. The undersigned, declare that:
We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
I/We accept that I/We may be disqualified from bidding to any contract with you for a period of one year from the date of notification if I am I/We are in a breach of any obligation under the bid conditions, because I/We
 a) have withdrawn/modified/amended, impairs or derogates from the quotation, my/our Bid during the period of bid validity specified in the form of Bid; or
 b) having been notified of the acceptance of our Bid by the purchaser during theperiod of bid validity
(i) fail or reuse to execute the contract, if required, or
(ii) fall or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.
I/we understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of
(i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of
my/our Bid.Signed:
Name: Capacity: On behalf of (insert complete name of Bidder)
Dated on day of

(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of allpartners to the Joint Venture that submits the bid)