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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)

### **Eligibility 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**

**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:**

<b>S.NO</b>	<b>PARAMETER</b>	<b>MARKS</b>	<b>CRITERIA</b>		
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	---	
2	Must have an average turnover of Rs 2 crores in last three years. (Copy of Accounts)/ Income Tax Return/ CA Certified	20	2-5cr	5-7cr	7cr & more
			10	15	20

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



**ANNEXURE-II**

**FINANCIAL BID**

<b>S. NO</b>	<b>PARTICULARS</b>	<b>RATE (SERVICE CHARGE) (RS)</b>	<b>MARKS</b>
1	Hotel Booking <ul style="list-style-type: none"><li>• Domestic</li><li>• International</li></ul>		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%
<b>TOTAL</b>			<b>100%</b>

Note: Rates are to be quoted excluding GST.

**Any**

**Information: -**

**Date: .....**

**Place: .....**

**Signature.....**

**Name.....**

**Official Stamp/  
Seal.....**



**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 the period of bid validity**

**(i) fail or reuse to execute the contract, if required, or**

**(ii) fail 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 all partners to the Joint Venture that submits the bid)