

Phone : 2201215, 2202216
Fax : 0361 - 2200060
E-Mail : aidcltd@gmail.com
CIN : U75112AS1965SGC001246



Ref No: AIDC//CC/Emp-TA/1/7374

Dated: December 28th, 2017

NOTICE INVITING PROPOSAL (NIP) FOR EMPANELMENT OF TRAVEL AGENCY

Managing Director, Assam Industrial Development Corporation (AIDC) Limited invites proposals for Empanelment of Travel Agency for Supply of Air/Train Tickets, reservation of hotels and transport within the country and abroad. Firms having requisite experience in supply of Air/Train Tickets, booking of hotels, transport for the last three (3) years may submit their response with requisite self-certified documents (trade license, PAN, GST, etc.) latest by 2 p.m. on 05.01.2018. Bids received after due time and date will be summarily rejected.

Interested firms may collect the application forms and terms & conditions from the office of the undersigned or by a request mail to aidcltd@gmail.com.

- sd/ -
G. Baishya
General Manager
Assam Industrial Development Corporation Ltd.
R. G. Baruah Road, Guwahati-781007, Assam

**INVITATION FOR PROPOSALS FOR EMPANELMENT OF TRAVEL AGENCY FOR
A.I.D.C. Ltd.**

To,

Sub : Empanelment for Travel Agency

Sir/Madam

,

Assam Industrial Development Corporation Ltd. intends to avail the services of reputed Agency for the supply of Air, Train tickets, reservation of hotels and transport within the country and abroad for its office located at R. G. Baruah Road, Guwahati-781024 for a period of one year i.e. from the date of empanelment and subject to extension for a further term on satisfactory performance.

The following documents having full details are enclosed:

- a. General Terms and Conditions
- b. Application Form

Annexure-I
Annexure-II

Interested Agencies may submit their offer as per the above specifications duly filled in and signed having acceptance of general terms and conditions. The sealed envelope may be placed in a sealed cover super scribing "Empanelment of Travel Agency" and the same may be sent to the Assam Industrial Development Corporation Ltd. at R. G. Baruah Road, Guwahati-781024 so as to reach by 05.01.2018 at 14:00 hours.

Parties submitting bids should submit a Demand Draft drawn in favour of Managing Director, AIDC Ltd. for Rs. 3000.00 (Rupees Three Thousand) only as the processing fee.

It may please be noted that Agencies who do not fulfil the Pre-qualification requirement will not be considered. AIDC Ltd. has right to accept or reject any or all the quotations without assigning any reason whatsoever:

Enclosed: As above:

Yours faithfully

(G. Baishya)
General Manager
Assam Industrial Development Corporation Ltd.
R. G. Baruah Road, Guwahati-781007, Assam

General Terms & conditions for empanelment of Travel Agency

1. AIDC Ltd. intends to avail services of a reputed and experienced agency for supply of Air, Train Tickets & reservation of hotels (as required from time to time) within the country and abroad. The Agency should be financially sound, reputed and should have GST, Trade License and PAN number.
2. The offer shall be in a sealed envelope super scribing 'Empanelment of Travel Agency. The order for booking of tickets will be given by E-mail, telephone or mobile only by the authorised officer of AIDC Ltd.
3. The agency shall deliver the ticket at the office or wherever the authorized personal shall intimate.
4. AIDC Ltd. reserves the right to reject or accept any re-quest for empanelment without assigning any reason. AIDC Ltd. reserves the right to alter/modify any or all conditions of this empanelment Notice.
5. In case of any dispute, the decision of Managing Director, AIDC Ltd. shall be final and binding on the parties.
6. Each agency should clearly specify the credit limit (Amount & Period) and it should be clearly specified that the owner of the agency agreed to abide by the conditions of this empanelment on their printed letter head indicating here Trade Licence, GST Registration mail, Telephone etc.
7. The agency should have an average annual turnover of Rs.100 (Hundred) Lakhs during the last 3(Three) financial years from similar business.
8. Each bid should be accompanied by a Demand Draft drawn in favour of Managing Director, AIDC Ltd. for Rs. 3000.00 (Rupees Three Thousand) only as the processing fee.
9. Payment shall be made on monthly basis within 15 days after the receipt of bills.
10. The request for empanelment in the prescribed format along with all the required documents and the processing fee of Rs. 3000.00 should reach this office on or before 14.00HRS of 05.01.2018.

(G. Baishya)
General Manager
Assam Industrial Development Corporation Ltd.
R. G. Baruah Road, Guwahati-781007, Assam

Application Form
(Information required to be furnished by owners)

- 1) Name of the Firm/ Agency :
- 2) Name of Owner :
- 3) Office Address/Telephone No /email:
- 4) GST Registration No. :
- 5) Status of Firm :
(Proprietary/Partnership/Limited Co)
- 6) Whether the Firm is IATA registered agency. :
If yes, submit the Xerox copies of related documents.
- 7) Details of satisfied clientele with performance certificates, if any (at least one work order/completion certificate of one contract from the last three years ending on 31/12/2017):
- 8) Please enclose a photocopy of
 - a. PAN No.
 - b. GST Registration No.
 - c. Trade License.
- 9) Average Annual Turnover of the past three financial years Year Amount (in Rs. Lakhs)õ õ (Attach duly CA certified turnover certificate)
10. a) Maximum Credit Limit: Rsõ õ õ õ õ õ õ õ õ õ õ õ .
b) Maximum Credit Period (in Months)õ õ õ õ õ õ õ õ .
11. Bank Details:
 - a) Bank Name & Address:-----
 - b) Account No & IFSC Codeõ õ
12. Whether the Firm has any other within India or abroad. If yes please provide full address

13. If required will you be able to provide one executive to travel along with our official/s.

I/we hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.

Signatureõ õ õ õ õ õ õ ..

Name: õ õ õ õ õ õ õ õ õ õ õ õ õ

Firm's Nameõ õ õ õ õ õ õ õ õ õ õ ..

Seal-----

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