

**The National Small Industries Corporation Ltd.  
"NSIC Bhawan",  
Okhla industrial Estate  
New Delhi – 110 020**

**REQUEST FOR OFFER**

Sealed **Offers** are invited by National Small Industries Corporation Ltd, New Delhi-20 from experienced and eligible agencies for “**Domestic & International Air Ticket Booking and other allied services**” for NSIC officers on official Tours.

- Details of terms & conditions for Offers can be obtained from the address given below from (Date) to (Date) on all working days between 1000hrs to 1700hrs.
- Sealed Offers should be submitted at or if sent by post or courier, it should reach at the address below, latest by 1500 hrs on 05-02-2011.

**Chief Manager (Admn)  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi-110 020**

- The offers must be sent in a sealed envelop addressed as above and it should be super scribed at the top of envelop as **Offers for “Domestic & International Air Ticket Booking and other allied services.”**
- Offer must be sent in the Performa as enclosed (**Annexure-A**) with the terms & conditions.
- The interested Agencies must enclose the documents as desired in the document.
- The most competitive and complete offers will be put in the panel of NSIC for Two years.
- The no of agencies empanelled will be decided by the Competent Authority and any canvassing in this regard will not be acceptable.

**Chief Manager (ADMN)**

**NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**  
**"NSIC BHAWAN"**  
**Okhla industrial estate**  
**New Delhi -110 020**

**Offer**

**For**

**"Domestic & International Air Ticket Booking and other allied services."  
For NSIC officers / employees**

Document issued to:

---

---

---

Last date for receipt of offer :05.02.2011

**(M.P. SINGH)**  
**Chief manager(Admn)**

**The National Small Industries Corporation Ltd.  
"NSIC Bhawan",  
Okhla industrial Estate  
New Delhi – 110 020**

No: SIC/ADMN/55(2)/2010-11

Dated: 18.01.2011

M/s.-----  
-----  
-----

**Sub:- Offers for “Domestic & International Air Ticket Booking and other allied services” for NSIC officers on official Tours**

Sir,

We are pleased to invite your **Offer** for booking of “**Domestic & International Air Ticket and other allied services**” for NSIC officers on official Tours. The terms and conditions of the offer are enclosed herewith for your kind perusal and information.

The offer should be submitted in sealed envelop. The envelops should clearly super scribe at the top of envelop as “:**Offer for booking of Domestic & International Air Ticket and other allied services.**”

The offer should be submitted at the address given below on or before (Date) before 05.02.2011 at 15:00 hrs. in sealed envelop.

**Chief Manager (Admn)  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi-110 020**

NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

Yours faithfully,

**For & on behalf of NSIC  
Chief Manager (Admn.)**

## **General Terms and conditions:-**

1. The services provided w.r.t. booking of air tickets in domestic as well as international sector shall be most competitive in terms of rates and prices prevalent in the market and in the most professional manner.
2. Providing services by the Agency at odd hours in India, abroad & holidays shall also be important.
3. The Agency should book the tickets on lowest rates at the time of booking rates available on the internet.
4. The Agency must quote the most competitive rates of Service Charges in the Performa enclosed in **Annexure-A**.
5. The contact person of the agency shall have to be available for **24 service**.
6. The agency shall deliver the air tickets at NSIC Bhawan, Okhla, New Delhi, in case of paper tickets.
7. No delivery charges shall be paid in this regard.
8. The Agency shall also agree to accrue and pass on the benefits to the Corporation as announced by the airlines from time to time.
9. The agency shall in no circumstances divulge / give details of travel itinerary of any NSIC official to any other person / organization other than to the person authorized to receive the tickets at NSIC. (Under taking to be given)
10. The period of empanelment of agency would be **two years** from the date of receipt of letter or as stated by NSIC (which ever applicable)
11. The tenure of the agency may be extended on performance basis. However the decision of extension shall not be binding on agency.
12. Agency empanelled may be terminated on account of breach of any one or more of above clauses.
13. NSIC shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.
14. All the prospective parties with good working experience may send their offers in sealed envelop addressed to **The Chief Manager (Administration), NSIC Ltd., Okhla Industrial Estate, New Delhi-110020** up to **1500 Hrs. on or before 05.02.2011**.

## **Eligibility Conditions:**

1. The agency must be approved by **AITA and TAAI**, and shall furnish proof / authentic document with the offer.
2. The Agency must have at least 5 years' experience of working in the field and must attach the certificate in this regard.
3. The Agency may also give list of its existing clients.
4. The offer must be submitted in the Annexure-1 as enclosed herewith.
5. Under taking on Non- Judicial Stamp paper of Rs. 10, in regard to point 8 above

## **Terms for Payments:-**

1. The bills raised by the Agency shall clearly mention the billing components (taxes basic fare & levies) and shall also clearly mention the discounts as mentioned by the Agency in the financial bid of the Agency.
2. The bills of the agency shall be accompanied by air tickets at time of payment.
3. No service charges will be payable by NSIC, to the agency other than service charges payable to the Govt. in form of taxes / levies.
4. The Agency shall submit the bills to Admn. Division by 15<sup>th</sup> of following month along with the copies of the ticket booked by them.
5. As far as possible, payment of bills will be made to the Agency within one month of submitting of the bills at the Admin division.

## Annexure-A

### Financial Offer

<u>Sl. Nos.</u>	<u>Scope of Work</u>	<u>Service Charge</u> Rs.	<u>Remark</u>
1.	All International Tickets Issue & Delivery		
2.	All Domestic Tickets Issue and delivery		
3.	Visa & Passport related assistance		
4.	Airport facilitation		
5.	Insurance Policy- Comprehensive Domestic & International Tickets		
6.	Dummy Tickets- Whenever required		

Date :

Place:

Signature:  
Authorized Signatory(With Stamp)

# NSIC

ISO:9001:2008

Request for offer

No.SIC/ADMN/43(1)/11 Dt. 07.01.2011

Sealed offers are invited from experienced Agencies

For booking of

**DOMESTIC / INTERNATIONAL AIR TICKETS**

and other allied services

**for NSIC officials**

Last date for receiving the offers is .....

For detailed information, please log on to

website:L [www.nsic.co.in](http://www.nsic.co.in)

*Or contact:*

**Chief Manager(Admn)**

**National Small Industries Corporation Ltd.**

**NSIC Bhawan, Okhla Industrial Estate,**

**New Delhi-110020**