
	<p style="text-align: center;">HEADQUARTERS' OFFICE EMPLOYEES' STATE INSURANCE CORPORATION PANCHDEEP BHAWAN : CIG ROAD : NEW DELHI (ISO: 9000-2008 Certified)</p>	
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NOTICE INVITING TENDER
FOR
APPROVED TRAVEL AGENCIES / AIRLINES AGENCIES

Sealed Tenders are invited from leading Airlines and Travel Agencies having IATA Certification for booking Air / Rail tickets for official visits undertaken by the officers of the E.S.I. Corporation within India and abroad. Interested Agencies should have clientele of at least five Govt. / PSUs / Autonomous bodies. Agency should also assist in providing Passport / Visa / Foreign Exchange. Interested Agencies may submit competitive rates to the undersigned latest by 25.05.2011 till 1.00 PM along with EMD amount of Rs.10,000/- through Demand Draft / Banker's Cheque in favour of ESIC Fund A/c No.1. The quotation will be opened on the same day at 3.00 PM in Room No.004. The tender documents may be obtained from General Branch or can be downloaded from the Net at www.esic.nic.in.

(T.T.M. THARAKAN)
JT. DIRECTOR (GENL.)

TENDER FORM

PARTICULARS TO BE SUBMITTED BY THE TRAVEL AGENCIES / AIRLINES IN THE FOLLOWING FORMAT

PART-I

1.	Name/Address/Particulars of the Agency/Airlines with Tel. Nos & E-Mail	
2.	Name of contact Persons, Address, Tel. No. & E-Mail	
3.	List of Clients (at least 5 Govt. / PSUs / Autonomous Bodies Clientele)	List to be attached.
4.	Annual Turnover for atleast last 3 years (minimum Rs. 5 Crore turnover per annum)	Proof to be attached
5.	PAN / TAN No.	
6.	Service Tax Registration Details	
7.	Any other registration mandatory - particulars to be given	
8.	IATA approval / certificate	
9.	List of Airlines through which services are to be provided.	
10.	List of offices of the Agency spread across India/world.	

PART-II

SERVICE CHARGE OF THE AGENCY (PER TICKET)

1.	Domestic Airlines / Travel Tickets.	
2.	International travel Tickets	
3.	Train ticket	
4.	Passport & Visa	
5.	Foreign Exchange	

PART-III

BOOKINGS UNDER PROMOTIONAL / CONCESSIONAL SCHEMES & POINTS EARNED BY THE FREQUENT FLYERS

1.	Manner by which concessional schemes & points earned by frequent flyers are to be utilized.	
2.	Period of billing & credit facility, etc.	

- Note:-** 1. If necessary, details may be attached separately.
2. Terms & conditions are overleaf along with declaration which is to be signed by the tenderer.

Signature of Authorised Person of the Agency with Stamp.

P.T.O.

TERMS & CONDITIONS

1. The empanelled Agency will have to deposit a sum of Rs.5,00,000/- towards Security deposit at the time of signing of agreement.
2. Payment of bill will be made strictly as per authentic airline tickets showing actual charges and not on self-generated tickets by the Agency.
3. The bills must be supported by the Airlines tickets showing actual charges otherwise no bill will be entertained.
4. During the period of agreement, if it is found that the Agency is overcharging by fraudulent manner or otherwise or not providing proper & prompt services, the security deposit shall be forfeited by the office and the agreement will be terminated. The Agency may also be blacklisted.
5. Required ticket are to be booked for the lowest economy fare (cancellable tickets), *unless special request is made for booking in higher class*. In order to book tickets in lowest fare, the Agency must book the tickets quickly, as soon as request is made.

UNDERTKING BY THE AGENCY

I / we have read the above terms & conditions carefully and hereby agree to make compliance. Incase of non-compliance, consent is given hereby that I/we will bear the consequences / penalty/ liability imposed by ESIC.

Signature of Authorised Person of the Agency with Stamp.