



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



1st Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brpl.in

**INVITATION FOR QUOTATIONS FOR HIRING OF AGENCY FOR
BOOKING OF AIR/RAIL TICKETS ETC.
For JEEViKA (BRLPS), Patna**

To

Dear Sirs,

**Sub: INVITATION OF QUOTATIONS FOR HIRING OF AGENCY FOR BOOKING
OF AIR/RAIL TICKETS.**

1. You are invited to submit your most competitive quotation for booking of Air/Rail Ticket for BRLPS as per the following details:

Name of work	Bid Security (Rs.)	Period of Contract
Engagement of Ticket Booking Agency for booking of Air/Rail tickets.	2,000.00	1 Year

2. BRLPS has received financing from Government of India & Government of Bihar towards the cost of "NRLM" and BRLPS intends to apply part of the financing for eligible payments under the contract for which this invitation for quotations is issued.
3. Important Dates and Times/Bid Document
- 3.1 Last Date & Time for Submission of Bids : 26-12-2022 till 04.00 PM
- 3.2 Date and Time of Opening of Bid : 04.30 PM on 26-12-2022
[Note: Intending bidders may attend the bid opening]
4. **Qualification criteria**
- a) The agency should have appropriate registration. Company Incorporation Certificate/Certificate of Registration/Registration of Shop & Establishment (copy to be enclosed).
- b) The agency should be an authorized Rail Ticket Booking Agency of IRCTC. (Copy of registration to be enclosed).
- c) The agency should have valid registration with Department of Tourism,

Government of Bihar. (Copy to be enclosed).

- d) The bidder should have valid PAN, Goods and Service Tax registration (GST) number (Copy to be enclosed).
- e) The Agency should have the experience for providing ticket booking services (Rail/Air tickets) to any Central/State Government/Public Sector Undertakings/Banks in the last 5 years. (Work Experience from organizations to be submitted.)
- f) The Agency should not have been blacklisted by any Central/State Government/Public Sector Undertaking. (Undertaking on Letter Head of the company should be submitted.)
- g) The Agency should have minimum average annual turnover of Rs. 25 Lac for last 3 consecutive financial years (i.e. FY.2019-20, FY. 2020-21 & FY. 2021-22). The agency should submit Balance Sheets and Profit & Loss statements or CA certificate indicating the turnover for last 3 years.
- h) Either the Registered Office or one of the Branch Offices of the bidder should be located in Patna, Bihar.
- i) The agency should have helpdesk/helpline services. (Provide the helpline numbers)

5. **Bid Security**

An amount of Rs. 2000.00 is to be deposited as Bid security along with the bid in the form of Demand Draft payable to Bihar Rural Livelihoods Promotion Society, Patna. Without bid security, the bid will be treated as non-responsive. No interest will be payable on the bid security.

6. **Bid Price**

- a) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- b) All duties, taxes, freight, insurance, and other levies payable by the contractor under the contract shall be included in the quoted price.
- c) The rates quoted by the bidder shall be fixed for the duration of service and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.
- e) Statutory deductions will be made source, if applicable.
- f) Rates will not be revised during the contract period.

7. **Submission of Bids**

- a) A bidder shall submit quotation in a sealed envelope.
- b) Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.
- c) **Bidder has to submit entire bidding document duly signed and stamped along with other required documents.**

8. **Validity of Quotation**

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission

9. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, technical specifications and qualification criteria.
- (c) Technical & Financial Evaluation will be made simultaneously.

10. **Award of Contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BRLPs, has capability to execute the contract and has quoted the lowest evaluated total price for entire services.

11.1 **Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract. BRLPS also reserves the right to extend the last date for submission of bid.**

11.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order

12. **Performance Security**

Success bidder has to submit a performance security of Rs. 10,000/- in the form of Demand Draft/Bank Guarantee payable to Bihar Rural Livelihoods Promotion Society, Patna. The Bank Guarantee should be issued from any scheduled bank. The Bank Guarantee should be valid for 18 MONTHS from the date of notification of award. No interest will be payable on the performance security.

In case, if service provider fails to provide service upon several request, the same will be taken from open market and the amount so incurred shall be adjusted from the bill of service provider or from the performance security.

13. **Service Standards**

- a. Booking and issuing of domestic air ticket including pre-paid tickets and rail tickets.
- b. The agency will be available at all times for booking /cancellation of air/train tickets.
- c. The agency should assist in sending the boarding pass on the day of travel either at BRLPS office or over e-mail for booked tickets.
- d. Submission of a formatted monthly statement of bills raised showing discount provided to BRLPS. In addition to the above, the statement should also include the cost of ticket of airline/rail ticket.
- e. Delivery of the tickets and travel documents either at BRLPS office, Vidyut Bhawan, Patna or over e-mail.

14. **Duration of the Contract**

Initially the period of contract will be for ONE YEAR which may be extended for further years on mutual consent of BRLPS and Service Provider on the same rate, terms and conditions. However, BRLPS reserves the right to terminate the contract with 15 days' notice due to deficiency in services and immediately on unauthorized Act with forfeiture of performance security.

Further, there shall be no employer employee relationship between the BRLPS and the personnel to be deployed by the service provider in the contract service.

15. The agency should submit the bills on monthly basis and payment shall be released within 21 days (excluding Sundays and Holidays) upon submission of bill along with statement of tickets booked.
17. We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:
Annexure A- Format of Quotation

Yours Faithfully,
Sd/-
(Dr. Santosh)
Procurement Specialist

PRICE SCHEDULE

Description of Services: Booking of Air/Rail Tickets

Sl. No.	Service	Service Charge per ticket / per person in Rs.	GST in Rs.	Total Service Charge including GST
Air Travel				
1	Domestic Flight Bookings			
3.	Cancellation charges for Domestic Flight Bookings			
Rail Travel				
3.	General			
4.	Tatkal			
5.	Premium Tatkal			
5.	Cancellation			
				Total (In Figures)
Total (In Words)				

Note: In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide service in accordance with the service standard for a contract price quoted against each item within the period specified in the Invitation for Quotations.

Signature of Bidder.....
 Name
 Business Address:

Place:

Date.....