



Pollution Control Board:: Assam

Bamunimaidam; Guwahati-21

Phone: 0361-2652774 & 2550258; Fax: 0361-2550259

Website: www.pcbassam.org

No.PCBA/G-80/23-24/01

Dated Guwahati, the 2nd August, 2023

Empanelment of Travel Agency

Pollution Control Board, Assam invites Tender from reputed travel agency having minimum 2 years of experiences in the similar filed for empanelment with the Board for booking of domestic and international air tickets.

The Tender will be received upto 2.00 PM of 12th August, 2023 and will be opened on the same date at 3.00 PM in presence of the tenderers or their representatives.

Terms & Conditions

1. The agency will be required to compulsorily quote the rates for air tickets as and when intimated by the Board.
2. The Agency shall have capability to offer the best deals and discounts for the ticketing.
3. The agency shall quote the Issuance Fee per booking, Cancellation Fee per booking etc. other than airline charges (exclusive of GST) as per **Annexure -I**.
4. A Tender Processing Fee amounting Rs 500.00 (Rupees five hundred) only (non-refundable) shall be deposited to the Board's Account No. – 10566990077 (SBI), IFS Code – SBIN0000221, New Guwahati Branch and proof of transfer of money shall be attached.
5. The agency shall be available 24 x 7 for booking / cancellation of air tickets. The booking will be done on credit basis. The travel agency should be in a position to provide credit limit for a period of minimum four weeks.
6. The travel agency MUST have authorization from International Air Transport Association (IATA).
7. Bills against bookings and any other related services shall be submitted on a monthly basis and subject to the correctness of the bill the monthly payment to the agency shall be made by the Board.
8. PCBA reserves the right to avail of the services of one or more travel agents.
9. The Travel Agency shall ensure to provide uninterrupted services to the Board. In the event of poor/ deficient services, PCBA reserves the right to terminate/suspend/cancel/blacklist the empanelment of the travel agency.
10. Tender containing false or inadequate information is liable for rejection.
11. PCBA reserves the right to reject any or all the tenders without assigning any reason thereof.
12. The travel agency shall not assign the contract or any part thereof to any other agency/party without the prior written consent/approval of the Board.
13. All the submissions of the tender shall be signed by the authorized signatory along with official stamp. The contact details shall be mentioned on the cover page of the application.
14. The agencies or its associates/companies, who shall be empaneled with PCBA, shall not be allowed to use the name of the Board, its logo, or any document for any purpose without the prior written approval of the Board.

15. The empanelment shall be valid for a period of two years from the date of issuance of order in this regard by the Board. The performance of the Agency during the years of contract shall be evaluated/ assessed on completion of each year by PCBA. On satisfactory performance of the Agency, the empanelment contract shall be continued for the next year. The empanelment can be extended for further period with the same terms and conditions if both the parties agreed to.
16. The agency should have a Corporate Office / Branch Office in the city of Guwahati for better communication.
17. Any dispute arising in this matter shall be under jurisdiction of courts in Guwahati (Assam).

Documents Required:

1. Valid registration certificate issued by the concerned State / Central Government, as may be required for operating Travel Agency Business should be attached with the tender.
2. Self-attested copies of the GST registration certificate & PAN etc. shall be submitted with the tender.
3. Details of Average Annual Turnover during last two financial years i.e.2021-22 and 2022-23, duly certified by a practicing Chartered Accountant shall be furnished along with necessary documents.
4. Experience proof of providing travel services to Educational Institutions, PSU's Government/Private Organizations, Corporate etc. issued on the organizations letter head by the competent authorities of the organizations during last two financial years i.e. 2021-22 and 2022-23.
5. Self-Declaration by the Agency for non-blacklisting by Government, PSU's, Autonomous bodies, Academic institutions etc. that they are not blacklisted and / or their services were suspended/ discontinued in the past.

Shantanu Kr. Dutta
(Shantanu Kr. Dutta)
Member Secretary

Memo No. PCBA/G-80/23-24/01-A
Copy to: *1125*

Dated Guwahati, the 2nd August, 2023

1. The members of Central Tender Committee, PCBA for information and necessary action.
2. The AEITO, PCBA for information and to upload the notice in the Boards website.
3. Notice Board of the Head Office.
4. The P.A to the Chairman for kind appraisal of Hon'ble Chairman, PCBA.

Shantanu Kr. Dutta
(Shantanu Kr. Dutta)
Member Secretary

**FINACIAL BID PROFORMA
(ON THE COMPANY LETTER HEAD)
(To be sealed in a separate envelope marked as Financial BID)
Rates for different services to be provided by the Travel Agency**

SI No.	Item	Amount (Rs.)
1	Face Value of the Ticket excluding GST and other applicable cost charges by airlines.	
2	Service Charges, if any	
3	Discount, if any	
4	Cancellation Charges Per booking	
5	Others, if any	

SK
Signature of the authorized signatory of the Agency
Official seal/ stamp

SK