



RED RIVER TOURS & TRAVELS
(A unit of Assam Tourism Development Corporation Ltd.)

(EOI No. ATDC/3382/2022 date: 23-03-2022)

SHORT NOTICE

PROPSAL FOR EMPLANELMENT OF TRAVEL AGENCIES

Sealed proposals / EOIs are hereby invited from interested eligible and experienced firms for the following work: -

Sl. No.	Work	Last date for submission	Date of opening	If any queries or discussion, contact
1.	Proposal for Empanelment of Travel Agencies	11-04-2022 by 1:00 pm	11-04-2022 by 3:00 pm	Manas Hazarika M: +917896060722 Email: redrivertravels@gmail.com

Details, terms and conditions for the above work can be downloaded from website: www.assamtourisonline.com

Managing Director
Assam Tourism Development Corporation Ltd.



RED RIVER TOURS & TRAVELS
(A unit of Assam Tourism Development Corporation Ltd.)

(EOI No. ATDC/3382/2022 date: 23-03-2022)

**DETAIL NOTICE:
PROPOSAL FOR EMPLANELMENT OF TRAVEL AGENCIES**

Introduction

RED RIVER TOURS AND TRAVELS, a unit of Assam Tourism Development Corporation Limited, Guwahati invites sealed proposals / EOIs for EMPLANELMENT OF TRAVEL AGENCIES to operate travel services to-and-fro Guwahati from reputed and experienced travel agencies / firms.

Critical Information

Sl. No.	Information	Details
1.	Advertisement Date	23-03-2022
2.	Detailed document available in website	24-03-2022
3.	Last date for submission of written queries for clarifications	30-03-2022
4.	Place, Time and Date of Pre-Bid Meeting	Asom Paryatan Bhawan (4th Floor), A. K. Azad Road, Paltanbazar, Guwahati – 8 02-04-2022 on 2:00 PM
5.	Release of response to clarifications	05-04-2022
6.	Last date (deadline) for receipt of proposals	Red River Tours and Travels Asom Paryatan Bhawan (2 nd Floor), A. K. Azad Road, Paltanbazar, Guwahati – 8 11-04-2022 1:00 PM
7.	Contact Person for queries	Manas Hazarika, Administrative Officer, ATDC Ltd. & i/c Red River Tours & Travels Asom Paryatan Bhawan (4 th Floor) A. K. Azad Road, Paltanbazar, Guwahati – 781008 M: +917896060722 Email: redrivertravels@gmail.com
8.	Addressee and Address at which proposals in response to EOI notice are to be submitted:	Red River Tours and Travels Asom Paryatan Bhawan (2 nd Floor), A. K. Azad Road, Paltanbazar, Guwahati – 781008 05-03-2022 1:00 PM

Eligibility criteria

1. The Agency should have its own registered office in Guwahati.
2. The Agency should be registered with IATA as Ticketing Agent.
3. The Agency should have been operational for a minimum of 5 years and do business in only air ticket, hotel & travel package booking.
4. The Agency should have at least 1 IATA accredited staff and two other experienced staff who is Airline/GSA experienced on their payroll (Proof to be submitted).
5. The minimum turnover should be ₹2.00 crore during any of the last five financial years i.e., 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22 (only air ticket, hotel & travel package booking).

EOI Processing Fee

A Non-Refundable EOI fee of ₹1000/- (rupee one thousand only) in the form of Demand Draft / Banker's Cheque in favour of "Managing Director, Assam Tourism Development Corporation Ltd." payable at Guwahati is to be attached along with the technical bid.

Bid Security

- (a) A Refundable Bid Security of ₹2.00 lakh (Rupee Two lakh) in the form of FDR pledge in favour of "Managing Director, Assam Tourism Development Corporation Ltd." payable at Guwahati validity 225 days from the date of submission is to be attached along with the technical bid.
- (b) Bid Security may be exempted to MSME / NSIC registered bidder if govt. rule permitted.

Envelop:

Interested agencies may submit their proposal in a sealed cover super-scribed as:

PROPOSAL FOR EMPLANELMENT OF TRAVEL AGENCIES
EOI No.3382/2022 DATED 23/03/2022


Thereafter, the agency name and contract details.

Terms and conditions:

1. For each official/commercial tour, quotations will be called from each of the empaneled travel agents. Services will be purchased from the travel agents who will quote the lowest rate for confirmed tickets or other services as-on-when basis along with discount / commission offered.
2. The payment of tickets / other travel services will be made after completion of each journey on monthly basis.
3. The travel agent who fails to send the quotation on three occasions consecutively will be removed from the list of official travel agents of Red River Tours & Travels without any specific notice in this regard.
4. Proper travel voucher/ air ticket shall be delivered at the outlet of Red River Tours & Travels or at the office of Managing Director, Assam Tourism Development Corporation or any other office as sought by Red River Tours & Travels, as may be required.
5. Unless otherwise directed, tickets / travel services will be booked for the international as well as domestic sectors in the promotional/concessional schemes, if available and applicable, provided they are financially beneficial to Assam Tourism Development Corporation.

6. Passports for affixing the Visa will be required to be picked up/delivered at the outlet of Red River Tours & Travels or at the office of Managing Director, Assam Tourism Development Corporation or any other office as sought by Red River Tours & Travels, as may be required.
7. The EOI for empanelment of travel agents may be sent by post sufficiently early so as to reach the outlet of Red River Tours & Travels to register within time, or may be delivered to the undersigned. If EOI is sent through Messenger, an authority letter from the bidder with proof of identity may also be given to the Messenger.
8. Red River Tours & Travels reserves the right to empanel any travel agent and to cancel the empanelment at any time, without assigning any reason.
9. Jurisdiction will be Guwahati only.
10. Red River Tours & Travels reserves the right to purchase air tickets / travel services from any other travel agent or airline service who is/are not empaneled with it, if none of the empaneled agency could give required service.
11. The Travel Agents are expected to examine all the instructions, Proformas, terms and conditions in the EOI documents. Failing to furnish all information required in every respect will be at the Travel Agent's risk and may result in rejection of the EOI.
12. The EOI must be received in sealed cover not later than the date and time specified for submitting the same. In case, the date of submitting the EOI will be declared as holiday by the Government of Assam, then the next working day will be treated as due date of the EOI. EOI received after due date and time or without sealed cover or in torn condition will not be entertained.
13. Hypothetical or conditional EOIs will not be entertained. EOI once submitted shall not be allowed to be withdrawn and altered. If the EOI is withdrawn and altered by the concerned party after it is submitted, appropriate action may be taken.
14. Red River Tours & Travels will deal with the Travel Agents directly and no middlemen/agents/commission agents etc. should be asked by the Travel Agents to represent their cause and they will not be entertained by Red River Tours & Travels.
15. Over-writing / over-typing or erasing of the figures which rather found doubtful or ambiguous are not allowed and shall render the EOI invalid.
16. Red River Tours & Travels reserved the right to make any change, at any time, in the terms and conditions of the Notice Inviting EOI and accept or reject any or all EOI wholly or partly without assigning any reason thereof.
17. They are requested to furnish the above-noted information in a sealed cover superscribing **“PROPOSAL FOR EMPLANELMENT OF TRAVEL AGENCIES, EOI No. 3382/2022 DATED 23/03/2022” with name and address, email id. & telephone/mobile numbers of the bidder**, at the earliest, so as to reach the undersigned on or before 11-04-2022 up to 1:00 PM.
18. EOI may be opened at 3:00 PM on 11-04-2022 by a committee constituted for the purpose, before the bidders or their authorized representatives who may wish to remain present at the time of opening EOIs.
19. The panel of travel agents approved for particular items will be kept alive initially for a period of one year.
20. Validity of EOI is 180 days from the date of submission.
21. EOI processing fees ₹1,000.00 in the form of DD / Banker's Cheque pledge in favour of Managing Director, ATDC Ltd. Payable at Guwahati and submit in original with documents of EOI.
22. (a) A Refundable Bid Security of ₹2.00 lakh (Rupee Two lakh) in the form of FDR pledge in favour of “Managing Director, Assam Tourism Development Corporation Ltd.” payable at Guwahati validity upto 225 days from the date of submission of EOI and submit in original.
(b) Bid Security may be exempted to MSME / NSIC registered bidder if govt. rule permitted.

23. Qualifications and experience of key personnel required for administration.
24. Information on litigation history in which the agency is involved.
25. Profile of the agency.
26. Copy of PAN Card.
27. Copy of GST Regd. Certificate.
28. Copy of Trade License.
29. Copy of MSME / NSIC License.



Managing Director
Assam Tourism Development Corporation Ltd.

Technical Submission: **Proposal for Empanelment of Services form Travel Agency**

Travel Agents, who are interested for consideration of empanelment as one of the official travel agents, who can provide air tickets in First Class, Business Class and Economy Class and also who can provide hotel accommodation, travel package within the country and abroad. may send their profile.

QUALIFICATION & INFORMATION OF THE BIDDER
(To be filled by the bidder)

1. For Individual Bidders	:	
1.a) Constitution or legal status of Travel Agency. (Copy of Certificate of incorporation issued by Registrar of Company)	: Name :- Full Address :- Mobile No. : E-mail i.d. : Website : Fax No. :
1.b) Place of Registration	:
1.c) Principal Place of Business	:
1.d) Power of Attorney of Signatory of Bid:	:
2. Copy of Registration with Govt, Semi Govt., Corporation, etc. if any	:
3. IATA Registration No. with copy attached	:
4. Turnover (Attach Certificate from Chartered Accountant)	:	2017-18 ₹..... 2018-19 ₹..... 2019-20 ₹..... 2020-21 ₹..... 2021-22 ₹.....

5. Work performed as agencies of a similar nature of work over the last five years with list of clients.

(i) Travel Services:

Sl. No.	Name of the Employer	Description of Work	Contract No.	Value of Contract (In ₹)	Date of Issue of work order
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

(ii) Air Ticketing Services:

Description Works	Place & State	Contract No.	Name & Address of Employer	Value of Contract (In ₹)
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

6. Qualifications and experience of key personnel required for administration:-

Position	Name	Qualification	Year of Experience	Years of Experience in the Proposed position
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

7. Financial reports for the last five years: balance sheets, profit and loss statements, auditor's reports copies.

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8. Information on litigation history in which the agencies is involved.

Order Party	Employer	Cause of Dispute	Amount Involved	Remark showing present status
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

9. Profile of the agencies.....

10. Copy of PAN CARD.....

11. Copy of GST Regd. certificate.....

12. Copy of Trade License.....

13. Copy of MSME / NSIC License.....

14. Other documents if any.....

15. EOI processing fees ₹1,000.00 (Non-Refundable) in the form of.....

No..... Date

16. Bid Security deposit Rs2.00 lakh (Refundable) in the form of.....

No.Date

| Seal & Signature of the Bidder |