

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

From:

Er. Sangeet Sinchan Roy

M.Tech. (C.U.)

Instrumentation Engineer

&

Convener, Transport Committee, 6th Convocation



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Ref: UBKV/IE/ 058 (NIQ) /18-19

Dated : 10.10.2018

APPLICATIONS INVITED FOR ENGAGEMENT OF AUTHORIZED TRAVEL AGENCY FOR AIR / RAIL TICKET BOOKING DURING 6th CONVOCATION

Sealed Quotations are invited from the Authorized Ticket Booking Agencies preferably IATA/IRCTC approved Travel Agencies / Firms for booking of Domestic-International Air Tickets, Rail Tickets and other allied services for 6th Convocation Program which will be held on 15th November, 2018 .

Quotation papers should contain Copy of GST Registration, Copy of Membership certificate from IATA / IRCTC, Copy of Trade License, Copy of PAN Card, Booking Charge, Rate of Discounts on Air/Train Tickets & Maximum days of Credit Limit & Annexure A ,etc. Xerox copy of the relevant papers should be submitted along with the quotation in the below mentioned tabular format:

➤ **For Air Booking: (Discount as a percentage of Basic Fare):**

	BOOKING CHARGE PER TICKET	% OF DISCOUNT	MAXIMUM DAYS OF CREDIT LIMIT
DOMESTIC			
INTERNATIONAL			

➤ **For Rail Ticket Booking:**

	BOOKING CHARGE PER TICKET	% OF DISCOUNT	MAXIMUM DAYS OF CREDIT LIMIT
TICKET RESERVATION (NORMAL & TATKAL)			
TICKET CANCELLATION			

The last date of submission of quotation is 30.10.2018 upto 2.00 p.m. and addressed to The Convener, Transport Committee (6th Convocation), UBKV Pundibari, Cooch Behar-736165 mentioning the subject as "QUOTATION FOR ENGAGEMENT OF TRAVEL AGENCY FOR AIR / RAIL TICKET BOOKING DURING 6th CONVOCATION" . Quotation should be sent through Courier / Speed Post or may be dropped by hand in the tender box at ATIC Building.

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SCOPE OF SERVICES:

The agency would ensure booking of tickets /confirmation of waitlisted tickets, delivery of tickets mainly at UBKV , Pundibari, Coochnehar during working hours /holidays/ after office hours (at the expense of the agency), collection of tickets for cancellation, confirmation/cancellation, up gradation/revalidation of tickets, delivery of tickets etc. The scope of work of the Agency in brief is as under:

- i) Booking and issuing of international/domestic air ticket including pre-paid tickets.
- ii) Booking and arranging for domestic railway tickets (Normal and Tatkal).
- iii) Confirmation of waitlisted railway tickets.
- iv) Delivery of the tickets and travel documents either at UBKV, Pundibari, Coochbehar at its (i.e. agency"s) cost or over email .
- v) Providing excess baggage ticket whenever required.
- vi) Handling the claim related to lost baggage from concerned airline.
- vii) The agency will be available 24 x 7 for booking /cancellation of both air and railway tickets.
- viii) No other charges like IRCTC service, Bank Transaction Charges will be admissible.
- ix) Travel Agent shall use resources including Travel Agent quota as Travel Agent in booking of Railway Ticket.

Terms and Conditions:-

1. Last date of submission of quotation is 30.10.2018 up to 2.00 p.m and will be opened on same day i.e 10.10.2018 at 3.00 p.m.
2. Quotation papers should contain Copy of GST Registration, Copy of Membership certificate from IATA / IRCTC, Copy of Trade License, Copy of PAN Card, Booking Charge, Rate of Discounts on Air/Train Tickets & Maximum days of Credit Limit & Annexure A etc
3. The University reserves the right to accept or reject any or all quotations without any reason what so ever.

Sangeet Sinchan Roy 10/10/18
CONVENER, TRANSPORT COMMITTEE

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Copy forwarded with a request to display in the notice board of:-

1. Office of the District Magistrate, Cooch Behar.
2. Office of the R.T.O Cooch Behar.
3. Office of the B.D.O, Black II, Pundibari Cooch Behar
4. Office of the Zilla Parishad, Cooch Behar.
5. Store Section, UBKV, Pundibari, Coochbehar
6. Office Notice Board, UBKV, Pundibari, Cooch Behar.

Copy forwarded for information:

7. PA to Vice Chancellor, UBKV, Pundibari, Coochbehar
8. PA Registrar, UBKV, Pundibari, Coochbehar
9. In Charge, Vehicle Section, Pundibari, Cooch Behar
10. Sri Subhendu Das with a request to upload the quotation notice in the University website.
11. File copy.

Sangeet Sinchan Roy 10/10/18
CONVENER, TRANSPORT COMMITTEE

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ANNEXURE –A

(To be typed in Agency's Letterhead)

ABOUT THE AGENCY:

- Name and address of the Agency:
- Type of Organization (PSU / proprietorship / partnership / private limited / limited company / Co-operative Agency):
- Year of establishment:
- Name of the Proprietor/Director(s):
- Contact person:
- Telephone no. / Mobile no. (Office & Residence):
- Fax no. and E-mail:
- Details information on Agency :

GST NO.		
PAN NO.		
Travel Agency Registration No.		
IATA Registration No.		
IRCTC Registration No.		
24 x 7 Helpline Nos.		
BANK DETAILS	Bank Name	
	Branch	
	A/C No.	
	Type Of Account	
	IFSC	

- (i) Whether the Agency can provide 24x7 service for booking Air/Rail tickets: Yes / No

If No, the service timings may be indicated:

Undertaking:

I hereby certify that all the information furnished above are true to the best of my knowledge and belief. I have no objection to JCI verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Date:

Authorized Signatory of the Agency

Place:

Official Seal/ Stamp