

**TENDER NOTICE**  
**FOR**  
**APPOINTMENT OF AGENTS**  
**TO PURCHASE AIR TICKETS**  
**FOR**  
**JOINT PLANT COMMITTEE,**  
**HEAD QUARTERS**  
**ISPAT NIKETAN**  
**52/1A BALLYGUNGE CIRCULAR ROAD**  
**KOLKATA – 700 019**

**INVITATION TO TENDER (ITT)**

Tender Notice No. JPC/HR&A/17(1)/17-18/

Date : May 25, 2017

Dear Sirs,

Sealed Quotation is invited for Appointment of Travel Agents for purchase of Air Tickets for Joint Plant Committee (JPC) Head Quarters at Kolkata. The details of the tender are as the following:-

1.	JOB DESCRIPTION	:	Purchase of Air Tickets for officials at Joint Plant Committee (JPC) Head Quarters at Kolkata
2.	DATE OF PUBLICATION OF THE ADVERTISEMENT		26 <sup>th</sup> May, 2017
3.	PRE – BID MEETING		<i>Venue:</i> JPC, Ispat Niketan, 1 <sup>st</sup> Floor, 52/1A Ballygunge Circular Road, Kolkata – 700 019, <i>Date :</i> 31 <sup>st</sup> May, 2017; <i>Time:</i> 3 p.m.
4.	LAST DATE OF SUBMISSION OF THE TENDER		6 <sup>th</sup> June, 2017 till 2:30 p.m
5.	PLACE OF SUBMISSION OF QUOTATION		Joint Plant Committee, Ispat Niketan, 1 <sup>st</sup> Floor, 52/1A Ballygunge Circular Road, Kolkata – 700 019
6.	DUE DATE & TIME FOR OPENING OF OFFERS PART- I & II – EMD & TECHNICAL BID		Date: 6 <sup>th</sup> June, 2017 Time: 3:30 p.m. Venue: JPC HQs, Ispat Niketan, 1 <sup>st</sup> Floor, 52/1A Ballygunge Circular Road, Kolkata – 700 019
7.	PART - III – COMMERCIAL BID		Date of opening of the commercial bid will be conveyed after opening of the technical bid
8.	EARNEST MONEY DEPOSIT		Rs.50,000/- (Rupees fifty thousand only)
9.	SALE/COST OF TENDER DOCUMENT		Between 11.00 AM to 1.00 PM and 2:30 PM to 3:30 PM on any working day from 26 <sup>th</sup> May, 2017 to 5 <sup>th</sup> June, 2017 at Joint Plant Committee, 52/1A Ballygunge Circular Road, Kolkata – 700 019 <b>Or</b> Downloaded from <a href="http://www.jpcindiansteel.nic.in/">www.jpcindiansteel.nic.in/</a> Cost of this paper is Rs.500/-(Rupees five hundred only). If however, the tender is downloaded from website, a separate Demand Draft of <b>Rs.500/-</b> may to be drawn from any Scheduled Commercial/Nationalised Bank (except Cooperative and Gramin Bank), in favour of 'Joint Plant Committee', payable/en-cashable at Kolkata.
10.	PERIOD OF CONTRACT		Initially for a period of 2 years from the effective date of contract i.e. July 1, 2017 to 30 <sup>th</sup> June, 2019 and may be extended for another term of two years at the option of JPC on same terms & conditions.

**( R Bandyopadhyay )**  
**Sr. Mgr (DB&AS) I/C & I/C (HR&A)**

## **SUBMISSION OF TENDER**

Tender shall be prepared and submitted in three separate sealed covers superscribing:

**Envelope I : “EARNEST MONEY DEPOSIT (EMD) FOR INVITING RATES/QUOTATION FOR APPOINTMENT OF AGENT FOR AIR TICKET BOOKING FOR JOINT PLANT COMMITTEE (JPC) HEAD QUARTERS AT KOLKATA.”**

**PART I-EMD** – This part shall contain:

### ***Earnest Money Deposit (EMD)***

**EMD of Rs 50, 000/-** (Rupees fifty thousand only) by Demand Draft/ Pay Order / Banker’s Cheque drawn on any Scheduled Commercial/Nationalised Bank except Gramin Bank/Co-operative Bank drawn in favour of “JOINT PLANT COMMITTEE” payable at Kolkata. This amount of Rs 50,000/- will be refunded (without interest) after the expiry of the contract unless otherwise forfeited on the ground of breach of contract during the contract period for successful bidder. EMD will be refunded to the unsuccessful participants within a month from opening of the Commercial bid.

**Receipt of Rs. 500/-** : In case the tender documents are downloaded from JPC website, Demand Draft/ Pay Order / Banker’s Cheque drawn on any Scheduled Commercial/Nationalised Bank except Gramin Bank/ Co-operative Bank drawn in favour of “JOINT PLANT COMMITTEE” payable at Kolkata for Rs.500/- (Rupees Five Hundred only) towards the cost of tender documents.

**Non-submission of EMD in a separate envelope as already mentioned will lead to the cancellation of the whole tender. The 2<sup>nd</sup> envelope of the Technical bid in this case will not be opened at all.**

## **SECURITY DEPOSIT**

***Earnest Money Deposit*** by the successful vendor will be retained as Security Deposit. In case of unsatisfactory performance, JPC reserves the right to forfeit the Security Deposit.

**Envelope II: “TECHNICAL BID FOR RATES/QUOTATION FOR APPOINTMENT OF AGENT FOR AIR TICKET BOOKING FOR JOINT PLANT COMMITTEE (JPC) HEAD QUARTERS AT KOLKATA.”**

**Part-II (Technical Bid)**- This part shall consist of following items:

Signature with date	:
Name	:
Designation	:
Name of the Firm	:
Seal	:

Please fill up **Annexure I** accordingly. In reference to Annexure I, the following may be furnished:

1. A check list of the documents enclosed.
2. The tenderer should have the IATA membership.
3. The tenderer must have a valid Trade License issued by appropriate Authority to carry out the business of Air Travel Agency. A photocopy of the same must be included.
4. The tenderer should have Service Tax registration and PAN in their firm's name on the date of submission of the bid. Photocopies of these must be included.
5. The tenderer must have carried out similar nature of jobs in at least three organisations in Govt. of India/PSUs/Reputed Private Companies in the last three years, with value not less than 50 lakhs per job/annum. Copies of the work order and/or completion certificate from the client must be enclosed as documentary evidence.
6. Last three years' Financial Report supported by Audited Balance Sheet. The company should have an annual turnover of Rs 3 crore.
7. The tenderer must be a registered Company /Partnership firm authorized to carry out the business as mentioned in the tender. In case the participant's is a company, Memorandum and Articles of Association of the Company along with the Certificate of Incorporation from the Registrar of Companies is to be submitted. In case of a Partnership firm, an authenticated copy of the Partnership Deed together with Certificate of Registration issued by the Registrar of Firms (if the firm is registered) is to be submitted. The vendor should have own offices in Kolkata and requisite evidence for the same should be furnished.
8. All the pages of the tender document must be self attested and stamped as a token of acceptance of the terms & conditions of the tender and for having understood it. This should also be included in the Technical Bid.

**Envelope III: "COMMERCIAL BID FOR APPOINTMENT OF AGENT FOR AIR TICKET BOOKING FOR JOINT PLANT COMMITTEE (JPC) HEAD QUARTERS AT KOLKATA."**

Financial portion should indicate each head and shall be submitted as per price format enclosed at Annexure –II and is liable to be rejected if submitted otherwise.

- Conditional offers will not be accepted and the Financial Bid will be rejected in such a situation.

Signature with date :  
Name :  
Designation :  
Name of the Firm :  
Seal :

- In case of a tie, the vendors in tie will be asked to quote once more on the spot. The vendor who quotes the highest amount of discount offered then, will be selected.
- Execution of an agreement with JPC on a Non-Judicial Stamp Paper of 100/- is to be done within 30 days of receipt of the Work Order.
- The quoted price should be filled in the format provided with the Tender Notice. No other formats will be accepted.
- Rates shall be exclusive of all applicable taxes & duties (excluding Service tax). Service tax shall or any other form of taxation to come up in due course of time will be accordingly paid by JPC.
- Financial bid of the participating vendors shall be opened on their qualifying in the technical bid.
- Each paper of the Tender Report where prices shall be included must be signed and stamped.
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**All the above three envelopes will have to be put in a single sealed envelope superscribed as "Tender for Appointment of AGENT FOR AIR TICKET BOOKING FOR JOINT PLANT COMMITTEE (JPC) HEAD QUARTERS AT KOLKATA." and addressed to Sr. Manager I/c (DB&AS) & I/c (HR&A). Technical bids of the participants shall be opened only if the EMD deposited is in order. Non submission of EMD in separate envelope will lead to the cancellation of the respective tender. Technical bid should not contain price bid, otherwise the tender shall stand rejected.**

**Late/Delayed Tender-**Late/delayed offers due to any reasons whatsoever will not be accepted / considered at all under any circumstances.

**Validity of offer-**The offer of contractor/vendor must be valid for two months from the date of the opening of the Financial Bid.

#### **Capacity of the Participating Vendor**

**Technical Capacity-**The vendor shall satisfy Joint Plant Committee that they possesses the necessary experience and qualification and that he has at his disposal suitable infrastructure and competent workforce to ensure that he can undertake the work to the best of quality and satisfaction of Joint Plant Committee. The vendor shall furnish necessary particulars in this regard according to the Tender Report.

Signature with date :  
Name :  
Designation :  
Name of the Firm :  
Seal

**Legal Capacity-** Vendors shall satisfy Joint Plant Committee that they are competent and authorized to submit Tender and/or to enter into a legally binding Contract with Joint Plant Committee. To this effect any person giving a Tender shall render documentary evidence that his signature on the Tender submitted by them is legally binding upon himself, his firm or company, as the case may be.

**JPC reserves the right to accept / cancel any / all Tender without giving any reason whatsoever  
BIDDER'S ELIGIBILITY CRITERIA (BEC)**

1. The participant must have at least 3 (three) years' experience in similar type of job. Copies of the work order and/or job completion certificate from the client must be enclosed as documentary evidence.
2. The vendors should have an average yearly turnover of Rs 3 crore during the last three financial years supported by the audited balance sheet.
3. The participant must be a registered Company / Partnership firm authorized to carry out the business as mentioned in the tender. In case the participant's is a company, Memorandum and Articles of Association of the Company along with the Certificate of Incorporation from the Registrar of Companies is to be submitted. In case of a Partnership firm, an authenticated copy of the Partnership Deed together with Certificate of Registration issued by the Registrar of Firms (if the firm is registered) is to be submitted. The vendor should have own offices in Kolkata and requisite evidence for the same should be furnished.
4. The Company must not be blacklisted by any PSUs. A letter confirming this must be issued by the vendor.

**THE CONTRACTOR SHOULD PROVIDE**

1. The Agent will have to ensure prompt and timely delivery of tickets by hand/e.mail/fax at the JPC HQs. They may also be required to deliver the tickets at the residence of the travelling executives (during exigencies) as per instructions
2. If required, the Agent may be required to book tickets at very short notice, one to three hours during office hours or beyond including Sundays/holidays.
3. Air tickets have to be booked from anywhere to everywhere as per requirement of the executives travelling over telephone.

Signature with date :  
Name :  
Designation :  
Name of the Firm :  
Seal :

4. Tickets will have to be booked at the cheapest rate in required category for given date of travel, unless otherwise committed.
5. Domestic booking, buying tickets and cancelling them will have to be done without any service charges.
6. In case tickets are not available as indented, the Agent will immediately have to inform JPC within thirty minutes.
7. The Agent shall provide confirmed tickets only.
8. The Agency will inform the office about the cancellation/rescheduling of flights by the Airlines through phone/SMS/e.mail.
9. Cancellation charges on tickets payable to Airlines shall be reimbursed by JPC on production of submission of proof of actual cancellation charge levied by airline. In case of Corporate memberships at various airlines, the cancellation charges should be waived as is done by the airlines themselves.
10. **If from a pool of tickets, that of one officer's ticket has to be cancelled, care must be taken that the tickets of other officers in the pool who will travel, are not cancelled at all.**
11. If however, an officer finds at the airport, or at the last moment before travel that his/her ticket has been cancelled and is forced to buy a ticket at a steep price, the **difference of the price between the original ticket and the latter bought at the last moment will, in this case, be deducted from the next bill.**
12. In cases like that of the above, the agency will be penalized if an officer faces harassment of the above nature. If such a conduct is reiterated thrice, the entire contract will be terminated.
13. Delivery of tickets will be arranged by the Agent at his own cost. In case the tickets are not delivered within time, the Agent will be solely responsible for the same and no payment for such tickets will be made.
14. The Travel agent shall maintain a log book and proper record of requisitions and services rendered on regular basis. Photocopies of this logbook shall be attached with the bills.

Signature with date :

Name :

Designation :

Name of the Firm :

Seal :

15. The Agent shall nominate experienced staff/official(s) for liaising with JPC on day-to-day basis. The name of the concerned persons and their contact numbers shall be provided to JPC.
16. In case any Airline offers directly to JPC any "Corporate Arrangement Benefit: like incentive/volume discount/frequent flyer discount on booking of certain number of tickets or annual value of business etc., the deal Code allotted to JPC by travel agents may be informed which would enable concerned Airline to record the sales on JPC account and enable JPC to avail necessary incentive.
17. In addition to discount mentioned in the price bid, the Agents shall intimate and transfer all additional discounts/ benefits to JPC which are given by the Airline Authority.
18. The agency shall not transfer or assign the present contract to any person or firm without obtaining written consent of JPC. JPC reserves the right to appoint more than one agency for purchasing air ticket subject to their qualifying the tender terms and conditions and agreed to work at the rate fixed by JPC.

#### **PENALTY CLAUSES**

1. If the Agent fails or does not commence any work in the manner described in the contract document or if at any time in the opinion of JPC,
  - Fails to provide service in conformity with the contract document, or
  - Fails to carry out work in accordance with the schedule of services, or
  - Suspends the work without authority from JPC or
  - Commits or suffers or permits any breach or observes or persists in any of the above mentioned breaches of the contract, after notice in writing to the Agent by JPC requiring such breach to be remedied or
  - If the Agent abandons the work

JPC reserves the right to forfeit the Security Deposit as well as impose such monetary penalty as it may feel reasonable in case the Agent fails to deliver as per the scope of work.

#### **Award of Work**

- a) The basis of evaluation of tender will be the H-1 rate only
- b) In case of tie in the H-1 rate, the two parties having quoted the same H1 rate would be allowed to quote their rates once again on the spot, and the vendor quoting the H1 rate will be selected.

Signature with date :  
Name :  
Designation :  
Name of the Firm :  
Seal :



- c) After receiving the Letter of Intent/Work Order, if the vendor refuses to comply, the EMD will be forfeited & the Company will not be allowed to participate in future tender process of JPC till such time as decided by the Competent Authority of JPC.
- d) If a vendor falls to render satisfactory service and if their contract is terminated by JPC, the agency who had quoted H2 will be asked to do the job at H1 rate.
- e) Rs. 50,000/- (Rupees fifty thousand only) that had already been submitted by the vendor during the tendering procedure will be kept as Security Deposit. This must be in the form of Demand Draft/Pay Order from any Nationalised/Commercial bank except Gramin Bank, Co-operative Bank, etc. drawn in favour of Joint Plant Committee payable at Kolkata.
- f) The vendor, having quoted the H1 rate will be served the Work Order.

**PAYMENT TERMS**

- 1. Bills must be submitted to the HR&A section fortnightly.
- 2. Bill for payment against cost of Air Tickets should be submitted in duplicate to JPC's Receiving and Dispatch Wing under the HR&A Department.
- 3. Payment will be made within two weeks of receipt of the bill after deducting the discount amounts as per terms of the contract.
- 4. Statutory deductions as applicable shall be made from the bill at the rate applicable at the time of making the bill.
- 5. Necessary TDS will be deducted from the bill as per the IT Act.

**TERMS OF TERMINATION**

- 1. The discount offered in percentage by the selected agency should remain firm during the entire tenure of the contract. If supplying of air tickets as per terms and conditions laid down in the tender report is violated in any way, the contract is liable to be terminated by JPC and the Security deposit would be forfeited.
- 2. In case of any dispute, the decision of JPC would be final and binding on the selected vendor. In case of unsatisfactory performance by the vendor, JPC may terminate the contract having served one month's notice. JPC even reserves the right to blacklist the vendor if it so decides. However, if the vendor wishes to discontinue its services, three months advance notice must be served to JPC.
- 3. If the contract is terminated, the EMD of Rs.50,000/- submitted by the vendor at the time of the Tender procedure will be forfeited.

Signature with date :  
Name :  
Designation :  
Name of the Firm :  
Seal :

**RESOLUTION OF DISPUTE**

In the event of any dispute/ difference whatsoever arising between the parties relating to or arising out of the contract, the parties shall endeavour to resolve such dispute/ difference through conciliation as per the provisions of the SCOPE Forum of Conciliation Rules 2003.

**CONCILIATION**

Any dispute or difference whatsoever arising between the parties relating to or arising out of the contract, shall be settled first by conciliation in accordance with the Rules of Conciliation of and the settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties.

**ARBITRATION**

- (i) In the event of dispute/difference is not resolved through conciliation either party may, upon giving notice to the other party refer the dispute to the Arbitration under the SCOPE Forum of Conciliation Rules 2003.
- (ii) Any dispute or difference whatsoever arising between the parties and of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity of the breach thereof, shall be settled by arbitration in accordance with the Rules of Arbitration of the "SCOPE" and the award made in pursuance thereof shall be final and binding on the parties.
- (iii) Excepted matter as per contract shall not be subject matter of Conciliation /Arbitration.
- (iv) The venue of Arbitration shall be at Kolkata, West Bengal.
- (v) The court of Kolkata shall have a jurisdiction over all the matter of dispute.

**TENURE OF CONTRACT**

- 1. This contract will remain valid for a period of two years w.e.f 1<sup>st</sup> July, 2017 to 30<sup>st</sup> June 2019. However, the contract may be extended for another term of two years at the option of JPC on same rates, terms and conditions.
- 2. **In case of unsatisfactory performance by the vendor, JPC may terminate the contract having served one month's notice. JPC even reserves the right to blacklist the vendor if it so decides.** On the other hand if the vendor decides to discontinue its services, three months' advance notice must be served to JPC.

For further queries relating to the above mentioned Tender, please contact Smt. Anasuya Banerjee Ray, Asst. Manager (HR&A), JPC, Kolkata [ Tel: 033 2461 4055/ 56/ 58 ].

**( R. Bandyopadhyay )  
Sr. Manager (DB&AS) I/C & I/C (HR&A)**

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Signature with date	:
Name	:
Designation	:
Name of the Firm	:
Seal	:

1. Name of the Vendor/Agency. :
2. Status of the vendor - Partnership/Pvt. Ltd./Ltd. Co. (Relevant Documents to be submitted) :
3. Address of the Registered Office. :
4. Year of establishment with Regn. No. and Date **(Trade Licence)**. :
5. The tenderer should have the IATA membership. :
6. Names of other organizations with whom the agency has business dealings. (In case space is not sufficient, separate sheet may be enclosed) Work order is to be provided :
7. PAN No. ( self attested documentary evidence to be Submitted). :
11. Service Tax Regn. Certificate/Any other taxes (documentary evidence/undertaking to be submitted) :
1. Name of the contact person (s) and telephone No. (s), including cell phones, during beyond office hours. :
2. Last three years' Financial Report supported by Audited Balance Sheet :
14. Name of the Banker(s).
15. Details of Bank Draft/P.O. for EMD :

Name and Address of Bank	DD/PO No. & Date	Amount

**DATE :**

**SIGNATURE WITH SEAL**

**COMMERCIAL BID FOR PURCHASE OF AIR TICKETS**

**(Rate to be quoted in %)**

<b>Per cent of discount to be offered on purchase of air tickets</b>
(in figures)
(in words)

**Note:**

- Discount should be quoted in per cent.
- Rates shall be exclusive of all applicable taxes & duties (excluding Service tax). Service tax or any other form of taxation to come up in due course of time will be accordingly paid by JPC.
- **H1 vendor will be awarded the work**
- In case of deviation in the discounted percentage written in figures and words, the higher of the two will be considered for the purpose.

**DATE:**

**SIGNATURE WITH SEAL**