



NORTH EASTERN REGIONAL AGRICULTURAL MARKETING CORPORATION LTD

(A GOVERNMENT OF INDIA ENTERPRISE)

INVITING TENDER

FOR

EMPANELMENT OF TRAVEL AGENCY FOR NERAMAC LTD

Date of Submission of bid: 28.03.2018 up to 14:00 Hours
Bid Opening: 02.04.2018 at 12 hrs.

**Registered Office: 9, RAJBARI PATH, G. S. ROAD, GANESHGURI, GUWAHATI – 781
005, ASSAM, INDIA**

INVITING TENDER FOR EMPANELMENT OF TRAVEL AGENCY FOR NERAMAC Ltd.

NERAMAC Ltd. (A Govt. of India Enterprise) intends to empanel travel agencies of Guwahati area to provide travel related services such as arrangement of air tickets / rail ticket / local taxi etc. by inviting offers/ rate from the prospective bidders. Due date of submission will be on 28/03/2018 and date of opening will be 02/04/2018. An amount of Rs.5,000/- (Rupees five thousand) only has to be deposited as tender fee in the shape of Demand Draft **in favour of NERAMAC Ltd payable at Guwahati**. The services to be provided and the terms & conditions are mentioned below:

The detailed notice can be downloaded from our website www.neramac.com.

1	Tender No.	Admn/315/2017/19
2	Description	Empanelment of travel agencies
3	Tender Fees	Rs.5,000/-
4	Release of Tender document	14/03/2018
5	Bids submission date	Upto 28/03/2018 at 14 hrs.
6	Bid opening date	02/04/2018 at 12 hrs.

- A) The tenderer should clearly mention the discount and service charges for Airline and Railway tickets respectively.
- B) Tender also indicates the credit period for each kind of ticket.
- C) Per day hiring charge and rate of running charge per K.M for B & C categories of car has to be clearly mentioned. If possible, the monthly, daily and extra charges may be given for all types of car.

Terms & conditions:

- 1) **Scope of work:** The Travel agency will require to provide air tickets / rail ticket / local taxi as per requirement of NERAMAC's HO, Guwahati and other unit offices.
- 2) Booking for Air ticket for domestic and international including cancellation and rescheduling, if required shall be made immediately but not later than 12 hrs, of the intimation to the travel agency.
- 3) NERAMAC will prefer to purchase of air tickets at most economical rates never more than the online price of the ticket.
- 4) More than 5% special discount should be given while arranging group ticket for farmers/officials.

- 5) Ticket booking will be finalized and passed by the respective Competent Authority of NERAMAC.
- 6) Travel agent shall be responsible to ensure booking/ delivery / cancellation during office hours / after office hours or even on the holidays.
- 7) GST/Service tax etc. shall be payable as per rule.
- 8) The bills alongwith supporting vouchers shall have to be submitted to NERAMAC on monthly basis for making payment.
- 9) After every six months, the contract will be reviewed by NERAMAC and decision of NERAMAC will be final.
- 10) In the event of any dispute, decision of an arbitrator appointed by NERAMAC or both the parties shall be final.
- 11) The bidder has to submit the terms & condition if any for determining the rate of travel by rail/air.
- 12) Bidders shall drop their required information/rate in a sealed envelope clearly mentioning the address “NERAMAC Ltd, 9 Rajbari Path, G.S. Road, Ganeshguri, Guwahati-781005” with their address in the left side of the envelop.

Sd/-

MD, NERAMAC Ltd