

SUPREME COURT OF INDIA
(PROTOCOL SECTION)

F.No.13/Travel Agents/2018-SCA(P)
Dated : 7th February, 2018.

Due Date : 09.03.2018

NOTICE INVITING TENDERS FOR EMPANELMENT OF TRAVEL AGENTS FOR PURCHASE OF AIR TICKETS.

The Registry of the Supreme Court of India is in the process of preparing a fresh panel of official Travel Agents for purchase of air tickets for domestic and international sectors for Hon'ble the Chief Justice of India, Hon'ble Judges, their family members and officers/staff of the Registry. IATA approved Delhi/NCR based Travel Agents, who are interested for consideration of empanelment as one of the official travel agents, may send their profile indicating the **maximum rate of discount on basic fare** they would like to offer on the purchase of tickets in First Class, Business Class and Economy Class in domestic as well as international sectors, including the booking under the promotional/concessional schemes, certificate issued by IATA, their clientele, network and branches within the country and abroad. They are also requested to intimate what other incentives/services will be offered by their Company. **The maximum rate of discount on basic fare and charges for others services should be furnished in the proforma (Annexure 'E').**

Any inquiry regarding aforesaid matter can be made from Mr. Mahesh Kumar, Branch Officer (Protocol Section) (Telephone No.23112010/Mob.9811352427) on any working day between 10:00 AM to 04:30 PM except Saturday upto 12:00 noon.

TERMS & CONDITIONS

1. For each official tour, quotations will be called for in '**sealed cover only**' from each of the empanelled travel agents. Tickets will be purchased from the travel agents who will quote the lowest net fare for confirmed tickets.
2. The payment of tickets will be made after completion of each journey.
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 the Supreme Court of India without any specific notice in this regard.
4. Tickets shall be delivered in the Supreme Court of India or at residential offices of Hon'ble the Chief Justice of India / Hon'ble Judges, as may be required.
5. Unless otherwise directed, tickets 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 the Supreme Court of India.
6. Passports for affixing the Visa will be required to be picked up/delivered in the Supreme Court of India or at residential offices of Hon'ble the Chief Justice of India / Hon'ble Judges, as may be required.
7. The tender for empanelment of travel agents may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same along with his own identity proof to the Reception Officer for issuance of entry pass.

8. The Travel Agents should specifically mention the services which they offer alongwith charges / fee for the same.
9. The Supreme Court reserves the right to empanel any travel agent and to cancel the empanelment at any time, without assigning any reason.
10. Submission of the application does not confer any right on any applicant for empanelment with this Court.
11. The decision of this Registry on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
12. Empanelment will not *ipso facto* confer any right on any travel agent to receive letter calling quotations from the Registry for purchase of tickets for official tour.
13. Supreme Court reserves right to call for any information and record, inspect the premises of any applicant, before as well as, during empanelment.
14. The prescribed proforma (Annexure 'E') can be obtained without any payment, from the Branch Officer (Protocol), Protocol Section, during office hours or can also be downloaded from the website of the Supreme Court of India i.e. www.sci.nic.in
15. The Supreme Court reserves the right to purchase air tickets from any other travel agent or airline service who is/are not empanelled with it.
16. The Travel Agents are expected to examine all the instructions, Proformas, terms and conditions in the tender documents. Failing to furnish all informations required in every respect will be at the Travel Agent's risk and may result in rejection of the tender.
17. The tender 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 tender will be declared as holiday by the Government of India, then the next working day of the Registry will be treated as due date of the tender. Tenders received after due date and time or without sealed cover or in torn condition will not be entertained.
18. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn and altered. If the tender is withdrawn and altered by the concerned party after it is submitted, appropriate action may be taken.
19. The Registry will deal with the Travel Agents directly and no middle-men/agents/commission agents etc. should be asked by the Travel Agents to represent their cause and they will not be entertained by the Registry.
20. Over-writing / over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
21. The Travel Agents shall quote rates both in figures and words.
22. The Registry reserved the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.

23. They are requested to furnish the above-noted information in a sealed cover superscribing **“Tender for Empanelment of Travel Agents” with name and address, email id. & telephone/mobile numbers of the tenderer**, at the earliest, so as to reach the undersigned **on or before 9th March, 2018 upto 5.00 p.m.**
24. **Tenders may be opened at 3.30 P.M. on 16th March, 2018 by a Committee of Officers constituted for the purpose, before the tenderers or their authorised representatives who may wish to remain present at the time of opening tenders.**
25. The panel of travel agents approved for particular items will be kept alive initially for a period of one year.

Sd/-
(RAJESH KUMAR GOEL)
REGISTRAR (J-III & ADMN. J)

Enclosure : Annexure 'E'

Note : The Supreme Court Registry will be remain closed w.e.f. 26th February, 2018 to 3rd March, 2018 for Holi holidays.

Annexure 'E'

1. Name & Address of Travel Agent* _____
2. Contact Person with name, _____
Tel. & Fax Nos. _____
3. *e-mail id* of Travel Agent : _____
4. GST No. (Photocopy to be enclosed): _____
5. Details of Discounts/services offered: _____

S. No.	Name / Category of Airline	Discount offered on Domestic Tickets on Basic Fare	Discount offered on International Tickets on Basic Fare	Any other Incentive Service offered by the Tenderer in addition to Discount	Other Charges such as Service Tax, Booking Charges, Cancellation Charges, VISA Service Charges, Passport Service Charges, Foreign Exchange, etc.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		1.First Class	1.First Class			
			2.Business Class			
		2.Business Class	3.Economy Class			
		3.Economy Class	4.Any other Class			

Contd..../-

: 2 :

6. Annual Turnover during the last three years
(Enclose attested Balance Sheet for 3 years)

I, _____, certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

(Name & Signature of Authorised person of the Travel Agent
with rubber stamp)

Place :

Dated :

*** Copy of Valid Certificate of Accreditation issued by IATA to be enclosed.**