



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

Telefax No. : (033) 2221—5715 / Tel.No : 0332235-1331:: Website:www.teaboard.gov.in

Ref.No.8 (6)/2016/Prom/Date .:

Sub: Empanelment of Service Provider for Overseas Hotel Booking and Visa Processing in connection with International Tour by Tea Board's officials - reg.

Tea Board of India intends to prepare a panel of reputed Service Providers for arranging hotel Booking at overseas locations and visa processing, on the basis of as & when needed, for Tea Board's Officials for their official international tours and invites applications in the sealed cover for the same.

The process is an open tender and the empanelment would be for a period of three years.

Eligible Vendors may submit applications in sealed-covers with the superscription 'Application for Empanelment of Service Providers for Overseas Hotel Booking and Visa processing for Tea Board's Officials for their official tour under "addressed to 'The Secretary, Tea Board of India, 14, B.T.M. Sarani, Kolkata 700001'. The application will be accepted by the Board up to 1.00 PM, October 29, 2016.

Eligibility of bidder:

Indian companies, Partnership firm/sole Proprietary firm having valid registration and registered to take up tendered items of work and whose annual turnover in the last 3(three) financial years was no less than Rupees 20 lakhs, are eligible to participate in this tender. Further, the bidder should have capability and minimum 10 years of experience in providing the above-mentioned services for all country /sectors.

Terms & Conditions

1. Approved service providers will arrange to book hotel accommodation at different countries and arrange for visa processing in all categories including emergency / odd situations, if required.
2. For every transaction quotation will be sought from the empanelled agencies. Awarding final order will be solely at the discretion of the Tea Board .The service should be provided on credit basis.
3. Bills for service shall have to be submitted on a fortnightly basis and subject to the correctness of the bill the payment will be generally made within 30 working days time.
4. The Board reserves the right to avail of the services of one or more service providers.
5. The service provider shall ensure uninterrupted services taking into account the holidays followed by the Board. In the event of poor/deficient service, the Board reserves the right to terminate forthwith the arrangement with the service provider.
10. The application shall be only the form issued by the Board for submitting the applications.

11. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.
12. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.
13. Application containing false or inadequate information is liable for rejection.
14. The Board reserves the right to reject any or all the applications without assigning any reason thereof.
15. The validity of the empanelment of service providing agents will be initially for a period of 03 (three) years and the period is renewable for subsequent years at the discretion of the Board, subject to conditions that the Board finds the service satisfactory.
16. The Firm/company should have their own offices with full-fledged resourceful teams in all major metropolitan cities of India.

Documents to be submitted along with the application:

1. Copy of Certificate of Incorporation (in case of companies registered under the Companies Act, 1956)/Registration Certificate (in case of partnership firms and proprietary concerns).
2. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956)/Partnership Deed (in case of partnership firms).
3. Two references from organizations to whom services are currently provided.
4. Turnover details for last three years duly certified by CA
5. PAN/TAV/VAT registration & other relevant registration Details.
6. Copy of Trade License
7. Tender document fees (non-refundable) Rs 1000/- payable vide demand draft in favour of Tea Board of India

Secretary,
Tea Board, Kolkata

INFORMATION TO BE GIVEN BY THE BIDDER

- 1. Name of the Bidder Firm/Company :
- 2. Address :

- Registration No. & Date : _____
- Telephone No. :
Office
Residence
Mobile
FAX
- 3. Registration particulars of the Firm/Company :
viz. Proprietary, Partnership, Private Limited,
Public Limited etc. (attach photocopy of the
Certificate of Incorporation)
- 4. Name of Proprietor/Partner/Director signing :
the tender document.
- 5. Name/Designation/Address of the Authorized :
Signatory holding the Power of Attorney
(if any)
- 6. Income Tax Return Particulars :
Permanent Account Number (PAN) :
- 7. Details of Experience :
- 8. Details of Technical Personnel :
Name Age Qualification/s

Certified that the information given above is true and if any information is found to be false or misleading the tender /contract may be cancelled.

Name:

Signature
(Capacity in which signed)