



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

सांविधिक संस्थान निफ्ट अधिनियम 2006, द्वारा शासित और
वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

A Statutory Institute under the NIFT Act, 2006 and
set up the Ministry of Textiles, Government of India

1312(341)/Admin/HO/Empanelment of Travel Agency/2023

26.04.2023

To,

M/s. Balmer Lawrie & Co. Ltd

M/s. Ashok Tours & Travels

M/s. IRCTC

Sub: Invitation for "Expression of Interest" (EoI) from Govt Authorised Travel Agencies for providing ticket booking and travel-related services for NIFT Head Office and 18 Campuses.

The National Institute of Fashion Technology (NIFT), set up in 1986 by the Ministry of Textiles, Government of India, was accorded statutory status by an Act of Parliament. The Institute is governed by the provisions of NIFT Act, 2006 with the President of India as "Visitor". NIFT has its Head Office at New Delhi and 18 professionally managed full-fledged campuses across the country. The campuses are located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Daman, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Panchkula, Patna, Raebareli, Shillong and Srinagar.

NIFT Head Office on behalf of its all 18 Campuses (approx. annual volume of booking being Rs. 2 crore) intends to enter into a **contract for a period of one year extendable up to three years** with one of the Govt. Authorised Travel Agencies for air & rail ticket booking and other travel-related services at the most competitive rates. Before entering into contract, NIFT Head Office hereby invites EoI from Govt Authorised Travel Agencies to offer the details of various ticket-booking and travel-related services **along with corresponding charges** in the format attached at **Annexure-I**. The details furnished by the agencies in terms of services shall form the basis of preparation of contract document. Tentative list of services and Scope of Work is enclosed at **Annexure-III**.

Terms & Conditions:

1. EOI letter along with offered rates (**Annexure-II**) shall be dropped in hard copy **in sealed envelope** in the tender box kept at 2nd floor, NIFT Head Office, NIFT Campus, Hauz Khas, New Delhi – 110 016 **on or before 10th May, 2023.**

डिजाइन मैनेजमेंट और प्रौद्योगिकी का सर्वश्रेष्ठ संस्थान
An Institute of Design, Management and Technology
(An ISO 9001: 2015 certified Institute)

NIFT Campus, Hauz Khas, New Delhi - 110016

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2. The agencies may, at their option, download the Expression of Interest documents from the NIFT website <https://www.nift.ac.in/tenders>.
3. The EOI will be opened on 11th May, 2023 at 11.00 AM by a Committee authorised for this purpose in the presence of authorised representatives of the EOI participants who choose to attend. Any extension or change in dates for receiving EOI or opening of EOI shall be informed through email to all the Agencies.
4. The Agency emerging as L-1 as per the calculations given at Annexure-I would be awarded the contract. In case of multiple L-1, the Agency charging the least Agency Charges for domestic airline booking / cancellation as per Annexure-I would be awarded the contract. If the Agency charges mentioned at Sl. No. 1 are equal, then contract would be awarded to the agency charging the least Agency charges mentioned at Sl. No.2 and so on so forth till difference in Agency charges for any of the services is reached. In the event of all six parameters found identical in respect of all EOI participants, contract will be awarded to the L-1 agency having more number of offices as per details at Sl. No. 7 of Annexure-II.
5. Acceptance of EOI and agency charges will be followed by Letter of Award (LoA) in favour of successful EOI participant agency in respect of NIFT Head Office and all 18 NIFT Campuses.
6. The Agency shall execute a formal contract by way on an Agreement on a non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) within 15 days of receipt of LoA.
7. The agency should have computer reservation ticketing facility of all airlines for domestic and international travel as well as for rail ticket and providing online booking facility to NIFT HO and Campuses.
8. The offer of the Agency shall be applicable for NIFT Head Office as well as all 18 Campuses on same terms and conditions.
9. No advance payment would be made to the Agency for any kind of services. The payment would be released by the concerned office i.e. NIFT Head Office or NIFT Campus, as the case may be, on monthly basis against submission of consolidated tax invoice bills for the previous month.
10. Incomplete EOI without Annexure-I shall be liable to be rejected.
11. NIFT reserves the right to accept or reject any EOI without assigning any reason.
12. In case of any queries/clarification, the EOI participants can contact us on e-mail id protocol.officer@nift.ac.in

Mishra
26.04.23

(Gaurav Mishra)
Joint Director (Admin)

Annexure-I

Details of various ticket-booking and travel-related services **along with corresponding charges**

S. No.	Service type	Agency Charge / Convenience fee	Weightage
(A)	(B)	(C)	(D)
1.	Domestic Airlines : booking / cancellation charges		75
2.	International Airlines : Booking / Cancellation charges		10
3.	Booking support services (24 x 7 service)		5
4.	Train Booking / Cancellation		5
5.	Visa services		3
6.	Travel insurance		2

For calculation to determine L-1 : (C) x Weightage % at (D)

Signature of the authorised signatory of the Agency :

Name of the authorised signatory :

Name of the travel agency :

Address for correspondence with Agency :

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Contact No.....

Date :

Place :



Annexure-II

Name of procuring entity : राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

निफ्ट मुख्यालय, हौज़ खास, नई दिल्ली -110 016

National Institute of Fashion Technology

NIFT Head Office, Hauz Khas, New Delhi - 110 016

S. No.	Description	Details
1.	Name and address of the Agency	
2.	Name and designation of authorized person(s) signing the documents	
3.	Telephone number, fax	
4.	Mobile number(s) of authorized person	
5.	Email address(s)	
6.	GSTIN (attach photocopy)	
7.	No and list of offices across India (Attach list of offices with addresses)	

Signature the authorized signatory of the Agency :

Name of the Authorized Signatory:

Date:

Place:

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Annexure-III

SCOPE OF WORK

1. The Agency shall ensure booking of tickets / confirmation of waitlisted tickets, forwarding of tickets through email to the requisitioning office i.e. NIFT Head Office and its 18 Campuses during working hours / holidays / after office hours, visa assistance, passport-related services, confirmation/cancellation, upgradation/revalidation of tickets.

S.No.	Indicative List of Services
1.	Booking of International and Domestic air tickets including pre-paid tickets at lowest fare available on best possible route(s) in all classes.
2.	Booking of rail tickets in all classes of accommodation.
3.	Round the clock assistance for booking/cancellation of both air and railway tickets.
4.	Assistance for issue/obtaining new passport/renewal and other passport-related services.
5.	Assistance for obtaining visa and submitting passport at the embassies.
6.	Issuance of foreign exchange as per RBI guidelines.
7.	Obtaining travel related insurance including overseas medical insurance.
8.	Corporate deals concessions/facilities extended by the airlines to the passenger on air journeys booked by NIFT.
9.	Assisting NIFT's authorized representatives in getting enrolled in frequent flyer programmes or whatever be the nomenclature for the said purpose
10.	Providing credit period for monthly / quarterly settlement of bills

2. Cancellation amount shall be paid as per actuals as charged by the airline or Railways, as the case may be, by the ticket requisitioning office.

3. The agency shall ensure availability of assistance at all times for booking/cancellation of both air as well as rail tickets to the representative of NIFT Head Office or the concerned Campus authorised as such in this behalf.

4. The agency shall pass on to NIFT all concessions/facilities extended by the airlines to the passenger on air journeys booked by NIFT.

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