

No.PD/NERLP/2011-12/95/492
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

Regional Project Management Unit.
House No.102, Dilip Huzuri Path
PO - Assam Sachibalaya, Dispur
Guwahati-781006

Dated: 08/11/2017

To

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Sub: Empanelment for supply of Air & Train tickets for NERLP office.

Sir/Madam,

North East Rural Livelihoods Project intends to avail the services of reputed Agency for the supply of Air & Train tickets for its office located at House No-102, Dilip Huzuri Path, Dispur, Guwahati-781006, for a period of one year, i.e. from the date of empanelment and subject to extension for a further term on satisfactory performance.

The following documents having full details are enclosed:

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|--|-------------|
| a. General Terms and Conditions | Annexure I |
| b. Pre-qualification requirements for empanelment. | Annexure-II |

Interested Agencies may submit their offer as per the above specifications duly filled in and signed as having accepted the general terms and conditions. The sealed envelope may be placed in sealed cover super scribing "**Empanelment for Air& train ticketing**" and the same may be sent to the North East Rural Livelihood Project, House No-102, Dilip Huzuri Path, Dispur, Guwahati-781006, so as to reach by **21st November, 2017 at 14:00 hours.**

It may please be noted that Agencies who do not fulfill the Pre-qualification requirement will not be considered. NERLP reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Enclosed: As above

Yours faithfully,



Chief Operating Officer
NERLP, Guwahati

General Terms & conditions of empanelment for supply of Air & train tickets

- 1) North East Rural Livelihoods Project intends to avail of the services of a reputed Agency for supply of Air & train tickets for its office at House No- 102, Dilip Huzuri Path, Dispur, Guwahati-781006. The Agency should be financially sound, reputed and should have GST, Trade License and PAN number.
- 2) The offer shall be in a sealed envelope super scribing 'Empanelment for Air & train ticketing. Order for booking of tickets will be given by E-mail, telephone or mobile only by the authorized officer of NERLP.
- 3) The agency shall deliver the ticket at the office or where ever the authorized personal shall intimate.
- 4) NERLP reserves the right to reject or accept any request for empanelment without assigning any reason. NERLP reserves the right to alter/modify any or all conditions of this empanelment notice.
- 5) In case of any dispute, Project Director, NERLP shall decide the issue and his decision will be final and shall be binding on the parties.
- 6) Each agency should clearly specify the credit limit (Amount & Period) and it should be clearly specified that the owner of the agency agrees to abide by the conditions of this empanelment on their printed letter head indicating here Trade License, Sales Tax Registration, TIN Number, E-mail, Telephone numbers, GST etc.
- 7) Payment shall be made on monthly basis within 15 days after the receipt of bills.
- 8) The request for empanelment along with all the required documents should reach this office on or before 21st November, 2017 at 14:00 hours. Quotations will be opened on the same day at 15:00 hours in the presence of the Bidders or their representative who choose to attend in the Office of NELPS, Ministry of DoNER, Regional Project Management Unit, House No.102, Dilip Huzuri Path, Guwahati-781006



Chief Operating Officer
NELPS, Guwahati

Pre-qualification requirements for empanelment

Information required to be furnished by owners

- 1) Name of the firm/agency :
- 2) Name of Owner :
- 3) Office Address/Telephone No. :
And email.
- 4) GST Registration No. :
- 5) Status of firm :
(Proprietary/Partnership/Limited Co)
- 6) Whether the Firm is IATA registered agency. :
If yes, submit the Xerox copies of related documents.
- 7) Details of satisfied clientele with Performance certificates, if any :
- 8) Please enclose a photocopy of
 - a. PAN No.
 - b. TIN No.
 - c. GST Registration No.
 - d. Trade License.
- 9) Annual Turnover of the past three financial years :

<u>Year</u>	<u>Amount (in Rs.)</u>
2014-15	-
2015-16	-
2016-17	-

I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.

Signature _____
Name _____
Firm's Name _____
Stamp