

Empanelment of travel agents for booking of railway and air tickets at Lucknow

Applications are invited for empanelment of reputed travel agencies interested in booking of railway / air tickets for the staff members of the Bank at Lucknow. Agencies should have achieved annual sales turn over of Rs. 20 Crores in any of the last three financial years. The pre-qualification criteria is given in the **Annexure**. Interested parties may apply in the prescribed format or collect the application form from the office of the undersigned between 09.45 hrs to 17.30 hrs on any working day (except Saturday, Sunday & Holidays) from November 09, 2007.

The applications to be submitted should be addressed to “**The General Manager, Administration Department, Small Industries Development Bank of India, SIDBI Tower, 15, Ashok Marg, Lucknow - 226 001**” and superscribed ‘**Empanelment of travel agents**’.. The applications should reach him not later than 1500 hrs. on November 26, 2007. The applications would be opened on the same day at 16.30 hours and the interested parties can make it convenient to be present at the time of opening the application. ***The Bank reserves the right to add / delete / modify any terms and conditions and / or accept / reject any of the applications. Accepting the application for empanelment by the Bank would not guarantee the award of contract.***

All the existing service providers also need to apply for fresh empanelment.

The General Manager,
Administration Department
Small Industries Development Bank of India,
SIDBI Tower
15, Ashok Marg
Lucknow - 226 001

Empanelment of Travel Agents at Head office, Lucknow
Pre-Qualification Criteria

1. The travel agent could be a sole proprietary concern, partnership firm or a company and should be registered with Registrar of Firms / Companies, wherever applicable, and having it's office at Lucknow for last 5 years. **[Attach copy of registration].**
2. The travel agent should be empanelled with reputed institutional customers like RBI/SBI/IDBI Ltd./NABARD/Public Sector Banks or Large Private Sector companies with an annual sales turnover of more than Rs. 50 crores. **[Attach copy of work orders or letter of empanelment].**
- 3 (a) The travel agent should be approved by IATA **[Attach copy of IATA approval].**
- 3 (b) The travel agent should be approved by IRCTC for e-ticketing. **[Attach copy of IRCTC approval].**
4. The agency should have achieved annual sales turn over of Rs. 20 Crores in any of the last three financial years i.e., FY 2005 / 2006 / 2007. **[Attach copy of the P&L A/c for the relevant FY].**
5. The travel agent should be an income tax assessee and should have filed IT return for the last three Assessment Years. **[Attach copy of PAN and copies of return filed during AY 2006, 2007 and 2008].**
6. The agency should be registered with Central & Excise department(s) for the purpose of service tax. **[Attach copy of registration].**
7. The travel agent should be equipped with the requisite infrastructure in the form of Airline Computerised Reservation System (CRS), electronic mail and other modern communication systems.
8. The travel agent should be in a position to make available dedicated staff for servicing the needs of the Bank.
9. Besides normal working days, the travel agent should be prepared to deliver the services on Saturdays, Sundays & Holidays also, if so required by the Bank.

**APPLICATION FORMAT
(Ticket Booking Arrangement)**

From,

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To,

The General Manager,
Small Industries Development Bank of India,
SIDBI Tower
15, Ashok Marg
Lucknow - 226 001

Sl.No.	Particulars	Details to be filled in by the Agency
1	Name of the Agency / Contact Person	
2	Regd. Office / Business address of the Agency. Whether the office is in existence for more than 5 years in Lucknow?	
3	Date of Incorporation/Constitution	
4	PAN No. of the Agency	
5	Service Tax Registration No. (Attach copy of Certificate)	
6	Whether registered with Registrar of Firms / Companies? Date of Registration (Attach copy of registration)	
7	Whether the agency is providing ticket booking services reputed to institutional customers like RBI / SBI / IDBI Ltd. / NABARD / Public Sector Banks / Large Private Sector companies with an annual sales turnover of	

	more than Rs. 50 crores.? (Attach copy of Work Orders)	
8 (a)	Whether the agency is approved by IATA. [Attach copy of IATA approval].	
8 (b)	Whether the agency is approved by IRCTC for e-ticketing of railways. [Attach copy of IRCTC approval].	
9	Whether the agency has achieved annual sales turnover of Rs. 20 Crores in any of the last three financial years i.e., FY 2005 / FY 2006 / FY 2007 (Attach copy of P&L A/c of relevant year)	
10	Whether the agency is an Income Tax Assessee having filed its Income Tax return for the Assessment Years 2006, 2007 and 2008 (Attach copy of Income Tax Returns for all the three assessment years)	
11	Whether the travel agent is equipped with the requisite infrastructure in the form of Airline Computerised Reservation System (CRS), electronic mail and other modern communication systems.	
12	Whether the travel agent is in a position to make available dedicated staff for servicing the needs of the Bank.	
13	Whether the travel agent is prepared to deliver the services on Saturdays, Sundays & Holidays besides normal working days also, if so required by the Bank.	

Date:
Proprietor / Company

SIGNATURE
Name and Seal of Firm /

(This format shall be sent in a separate sealed cover superscribing - **'EMPANELMENT OF TRAVEL AGENTS'- REF - NEWSPAPER ADVERTISEMENT DATED NOVEMBER 09, 2007'**)