



NATIONAL BOARD OF ACCREDITATION

**4th Floor, NBCC Place, East Tower, PragatiVihar,
BhishamPitamahMarg, New Delhi-110003,**

Phone No: 011-24360683(D), Fax: 24360682, website:nbaind.org

Expression of Interest

Empanelment of Service provider(s), to provide single window transport (AIR, ROAD & RAIL), Boarding/Lodging on Pan India Basis

National Board of Accreditation (NBA) has been established as an autonomous body with the objective of accrediting the programs offered by the technical educational institutions in different disciplines.

The functions of NBA inter-alia include conduct of visits of the Experts/Expert Committees to the institutions desirous of seeking Accreditation of its programs by NBA. The visit to the institutions is normally for a period of three days. The experts who visit these institutions on behalf of NBA are senior Academicians, Researchers, industry, Professionals, etc. In order to facilitate their visit NBA is required to arrange for their travel by air, road transport or by train, as the case may be. Board & lodging facilities, meals, refreshments, snacks etc. are also required to be provided to the members of the visiting team. Given consideration to seniority and stature of the experts, comfortable and decent hotel accommodation is required to be provided to them.

For this purpose NBA intends to empanel Service Provider(s) with a minimum annual turnover of Rs. 5.00 crores, who are willing to provide single window transport (Air, Road & Rail), lodging in a decent hotel accommodation and board and meals/snacks facilities for its visiting team/experts on Pan India basis.

Interested parties may download the Tender from National Board of Accreditation website www.nbaind.org and submit on or before 29th November, 2013 by paying a Demand Draft of Rs. 5,000/- (Rupees Five Thousand only) as Tender Fee in favour of "National Board of Accreditation" payable at New Delhi

Member Secretary

BRIEF DETAILS OF THE SERVICES REQUIRED:-

Whenever a visit or Meeting is finalized in NBA, Contact details of the invitees, date(s), time and venue of Meeting will be communicated to the Service Provider. The Service Provider will contact the invitees for their travel plan, including the travel from his/her residence and back. Comprehensive door to door service will be provided with high level of coordination on Pan India basis. The staff of Service Provider, contacting the experts/invitees shall be well qualified and decent in behavior.

ELIGIBILITY CONDITIONS:-

The Service Provider should have 24X7 support of booking/cancellation/rescheduling etc. as the case may be. For better coordination, the Service Provider should have Offices in major Metro Cities.

The Service Provider shall be able to provide single window transport (Air, Road & Rail) and Hotel accommodation for NBA's visiting experts on Pan India basis, even on short notices.

TERMS & CONDITIONS:

Car rental Service :

- Services only in A/C MUV and B Segments shall be provided.
- Vehicles provided should be commercially registered with the concerned authorities.
- Vehicles should be covered under valid insurance cover
- Drivers should carry valid driving licenses and be of sound health, good character and antecedents. The Drivers should not take alcohol, pan, tobacco and any other pungent smelling food during duty hours. The Driver should have good knowledge of road routes, conditions of roads and should be well behaved.
- The Drivers should not collect any payment from the guests.
- The vehicles and the Drivers should go prepared for the said duty alongwith the necessary fuel, and payments for parking & Toll tickets etc. and should not collect any payment from the guests.
- Driver should carry mobile phone
- Rates should be quoted as per the format enclosed.
- The arrangement about car booking, such as Driver name, Vehicles Number and reporting time should be sent by SMS.
- The services provider need to meet/maintain 98% time efficiency.

Airline/Rail/Bus Booking

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- As per request, tickets should be issued in the minimum refundable fare available at the time of booking.

Hotel Booking

- Rates should be quoted on single occupancy basis.
- 3 Star or equivalent hotels to be provided.
- Hotels should have Conference Room facility
- Rooms should have tea/coffee maker or alternate service to be provided
- 3 bottles of mineral water to be provided on daily basis.
- Whenever requested, packed food to be provided.
- The rates quoted will remain same at least for the year.

All Quotes should carry inclusions/exclusions and terms and conditions for all categories of service.

TERMS & CONDITIONS:

Application in the enclosed format may be addressed to the **Member Secretary, National Board of Accreditation, 4th Floor, NBCC Building, East Tower, PragatiVihar, BhishamPitamahMarg, New Delhi-110003 should be submitted upto 5.00 PM on 29th November, 2013.** In case the date of Tender fixed is declared as holiday, the application should be submitted on the next working day upto 5:00 PM without any further notice by the NBA.

1. EMD: The tender should be accompanied by a Pay Order/Demand Draft of Rs. 2,00,000/- (Rupees Two Lakh only) issued by a scheduled Bank as EMD, in favour of "National Board of Accreditation" payable at New Delhi. Tenders not accompanied by EMD shall be summarily rejected. National Board of Accreditation shall not be liable to pay and refund any interest earned, if any, on the earnest money.
2. Applications received after the stipulated date and time shall not be accepted. NBA shall not be responsible for any Postal delay.
3. Incomplete and conditional application shall be summarily rejected.
4. All the copies of documents attached must be attested by Authorized Signatory under the Company Seal.
5. NBA reserves the right not to assign reasons for declining to consider any particular application or applications. NBA also reserves the right to accept or reject any application or all applications.
6. Copies of PAN Allotment and Income Tax Returns filed for the last 3 years i.e. 2010-2011, 2011-2012 & 2012-13 and Service Tax Registration Certificate along with Service Tax Registration Number will have to be attached with the application.
7. Copy of the Memorandum of Articles of Association/Partnership Deed/Proprietorship Deed/Certificate of Incorporation (In case of company) etc. attested by Chartered Accountant should be attached with the application.
8. The successful applicant (s) will have to execute an agreement on non-judicial stamp paper worth Rs.100/- and attested by a Notary Public/Oath Commissioner/First Class Magistrate. The cost of the stamp duties for the execution of the agreement shall be borne by the Service Provider.
9. The duration of the empanelment shall be for a period of one year, extendable by another year, depending upon the quality of service provided, from the date of issue of the letter of empanelment.
10. NBA reserves the right to terminate the panel/empanelment of any of the empanelled Service Providers/all the Service Providers empanelled at any time before the expiry of the empanelment period without assigning any reason by giving one month's notice.
11. NBA can also terminate the empanelment of any Service Provider at any time for not fulfilling any of the terms and conditions including special conditions. The Service Provider shall not be entitled for any damage or compensation by reason of such termination.

12. All disputes related to empanelment or operation of the panel shall be subject to the jurisdiction of courts at Delhi only.
13. Arbitration clause: In the event of any dispute or difference arising out of agreement (for which provision does not exist in this agreement) shall be referred to sole arbitration of Chairman, National Board of Accreditation (NBA), New Delhi or his nominee, to act on his behalf and the decision of Chairman, National Board of Accreditation, or the person so authorized, shall subject to the provisions of the "Indian Arbitration and Cancellation Act 1996" and amendments made therein, be final, conclusive and binding upon the parties to this agreement.
14. Payment: Service Providers' shall submit the Bills in proper format on-line on NBA's e-NBA system. The duty slips (duly signed by the user) and original Parking/Toll tickets shall be uploaded on to the system and original would be submitted to NBA citing bill number and transaction i.e. generated over e-NBA portal at the time of submission of bills immediately after completion of the duty. Payment would be made within 60 days after receipt of the Bills. In the absence of supporting vouchers/slips/tickets/receipts, the Service Provider shall lose the right of the claim of such amount.
15. The Service Provider shall be wholly responsible for timely payment of all taxes/Government dues as per law and would be liable for any damages direct or indirect to any person/property for any or all vehicles to third parties arising due to accidents or any other occurrence, strikes, rioting, civil commotion, arson, calamities etc.
16. NBA may further negotiate the terms and conditions as well as the terms and conditions of the agreement to be signed with successful bidder.
17. The person authorized on behalf of applicant, Service Provider must affix seal and sign each and every page of the application, terms and conditions, and all documents submitted (in addition to verification/attestation, if required). An authorization letter from the competent authority (as provided in MoA& Rules of Article of Association etc. of the company, partnership/deed of the firm) should be enclosed.

I accept all the above stated terms and conditions.

Signature of Authorised Signatory / Bidder
(Seal of Bidder)



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TENDER DOCUMENT

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Name of Service Provider :
Address :
Email :
Telephone No. :
Fax No.
Mobile No.
Telephone No. :
After Office Hours :
Type of Establishment : Proprietorship/Partnership/Pvt.Ltd/
Public Ltd.
Date of Establishment :
Major Clients :

Name of Client	From	To	Business Volume (Rs.)

Have you ever worked for Govt. Organization, if yes please give Details:

Name of Client	From	To	Business Volume (Rs.)

Total Turn Over (Yearly) :

No. of Employee (s) :

No. of Offices/Branches and their locations. :

Details of EMD Attached :\

Name of the authorised signatory* :

Signature of the authorized signatory :

Seal

*Letter of authorization, in original, by competent authority of the bidder, in respect of authorized signatory must be enclosed, failing which with bid shall not be entertained.

Documents to be submitted

1. Application Form
2. Copy of PAN Allotment letter.
3. Copy of Income Tax Returns filed for the last 3 years i.e. 2010-2011, 2011-2012 and 2012-2013.
4. PAN, TAN and Service Tax Registration Certificate along with Service Tax Registration.
5. Balance-sheet for last three years i.e. 2010-11, 2011-12 and 2012-13 and Turn Over Certificate of last three Financial years.
6. Copy of the Memorandum of Articles of Association/Partnership Deed/Proprietorship Deed/Certificate of Incorporation (In case of company) etc.
7. All the documents as attached with application must be signed, along with seal by the Owner or the Authorized signatory of the agency or also attested by Chartered Accountant.
8. Authorization Letter in favor of authorized signatory.

PART-I**Please Quote Rates for Road Transport**

Category	States	Service	Vehicle	Amount (Rs.)		
A.	Metropolitan Area of Cities of Delhi, Mumbai, Bangaluru, Chennai, Hyderabad, Kolkata, Chandigarh, Guwahati	Transfer to and from Residence to Airport/ Railway Station/Bus Stand	MUV			
			B Segment			
B.	Delhi NCR, Maharashtra, Tami Nadu, Andhra Pradesh, Orissa, West Bengal, Kerala, Bihar, Jharkhand,	4 Hours/40 Kms	MUV			
			B Segment			
		8 Hours/80 Kms.	MUV			
			B Segment			
		Extra Kms/Hour	MUV			
			B Segment			
C.	Gujarat, Madhya Pradesh, Chattisgarh, Haryana, Uttar Pradesh, Rajasthan, Punjab, Chandigarh, Karnataka	Transfer to and fro	MUV			
			B Segment			
		4 Hours/40 Kms	MUV			
			B Segment			
		8 Hours/80 Kms.	MUV			
			B Segment			
		Extra Kms/Hour	MUV			
			B Segment			
		D	J&K, North East, Andman Nicobar, Himachal Pradesh, Uttaranchal, Goa	Transfer to and fro	MUV	
					B Segment	
4 Hours/40 Kms	MUV					
	B Segment					
8 Hours/80 Kms.	MUV					
	B Segment					
Extra Kms/Hour.	MUV					
	B Segment					

E	Rest of India	Transfer to and fro	MUV	
			B Segment	
		4 Hours/40 Kms	MUV	
			B Segment	
		8 Hours/80 Kms.	MUV	
			B Segment	
		Extra Kms/Hour.	MUV	
			B Segment	
F.	Inter State	Per Kms.	MUV	
			B. Segment	
		Minimum Kilometres to be charged per day	MUV	
			B. Segment	
		Driver Charges	MUV	
			B. Segment	
		Night Charges	MUV	
			B. Segment	

1. Please certify that the above rates are exclusive of

- a. Toll Tax
- b. Parking Charges
- c. Any Other Charges
- d. Government Taxes(as applicable from time to time)

(Please note that the charges for Toll Tax/Parking etc. will be reimbursed only on production of the original receipts issued by the competent authorities)

Part-II

Please quote Rates for Hotel Accommodation for Minimum 3 star category Accommodation on Single Occupancy Basis

Hotel Tariff to be quoted inclusive of:-

- a) Breakfast and Dinner,
- b) Three bottles of mineral water per day in each room
- c) Tea/Coffee maker (with adequate supplies of tea-bags, coffee, sugar, sugar-free pouches) in each room or alternate arrangements.
- d) Check In/Check Out Time: 12:00 Noon.

Category	Name of the City	Rates (Per night) (Rs.)
A.	Delhi, Mumbai, Bengaluru, Hyderabad, Chennai, Kolkata, , Guwahati,	
B	Gurgaon, Noida, Greater Noida, Ghaziabad, Dehradun, Lucknow,, Allahabad, Kanpur, Agra , , Faridabad, Amritsar, , Ahmedabad, Gandhinagar, Vadodara, Surat, , Jaipur, , Mysore, Ajmer, Bhopal, Indore , Gwalior, Pune, Thiruvananthapuram, Chandigarh, Jammu, Srinagar, Raipur, Hamirpur, Shimla, Patna, Ranchi, Silchar, Coimbatore, Kanchipuram, Madurai, Salem, Tiruchirappalli, Vishakhapatnam, Kottayam, Kozhikode, Mangalore, Goa, Andaman and Nicobar Islands, Dadra and Nagar Haveli, Daman and Diu, Lakshadweep and Puducherry,	
C.	Gorakhpur, Mathura, Meerut, Moradabad, Bareilly, Varanasi, Raebareli ,Roorkee, , Panchkula, Panipat,, Ambala, , Hisar. Bhathinda, Jalandhar. Ludhiana, Patiala, Moga, Sangrur, Pathankot, Udaipur, Alwar, Bikaner, Jodhpur, Kota, Bhavnagar, Anand, Jamnagar, Jamshedpur, Rajkot, Jabalpur, Ujjain, Satna, Vidisha, Dewas, Sagar, Rewa. Guna, Nagpur, Aurangabad, Ahmednagar, Kolhapur, Jalgaon, Nanded, Nashik, Osmanabad, Ratnagiri, Sangli, Satara, Sholapur, Thane, Durg, Bhilai, Raigarh, Bilaspur, JagdalpurChamba, Mandi, Solan, KangraKullu, Bhagalpur, Begusarai, Bhagalpur, Dhanbad, Agartala, Dibrugarh, Jorhat, Dishpur, Aizwal,shilling, Sikkim, Darjeeling, Cuddalore, Dindigul, Dharmapuri, Erode, Kanniyakumari, Krishnagiri, Namakkal, Nilgiris, Perambalur, Pudukkottai, Sivaganga, Thanjavur, Theni, Thoothukudi, Tirunelveli, Thiruvallur, Tiruppur, Tiruvannamalai, Vellore, Villupuram, Virudhunagar, Adilabad, Anantapur, Chittoor, East Godavari, Guntur, Kadapa, Medak, Nizamabad, Rangareddy, Vizianagaram, Warangal, Kakinada, Ongole, Alappuzha, Ernakulam, Idukki, Kannur, Kasaragod, Kollam, Palakkad, Thrissur, Jalpaiguri, Siliguri, Murshidabad, Bagalkot, Belgaum, Bellary, Dharwad, Gulbarga, Hassan, Mandya, Itanagar, Imphal, Kohima, Tirupati, Kovilpatti, Kodaikanal, Chengalpattu, Tirupattur, and Haldwani,	

D	Muzaffarnagar, Aligarh, Rampur, Faizabad, Sultanpur, Ambedkarnagar, Bijnor, Jhansi, Bhiwani, Jind. Kaithal, Yamunanagar, Rewari, Mahendergarh,, Rohtak, Sirsa, Sonapat, Karnal, Gurdaspur, Hoshiarpur, Kapurthala, Bhilwara, Bharathpur, Jaisalmer, Sikar, Hanumangarh, Sriganganagar, Jhunjhunu, Mehsana, Patan, Navsari, Porbandar, Valsad, Bharuch, Bhind, Sidhi, Chhindwara, Morena, Khargone, Hoshangabad, Katni, Amravati, Akola, Beed,, Buldana, Dhule, Chandrapur, Gondia, Latur, Wardha, Yavatmal, Sarguja, Dhamtari, Bastar, Korba, Rajnandgaon, Darbangha, Gaya, Gopalganj, Muzzafarpur, Siwan, Samastipur, Bokaro, Deoghar, Karimnagar, Khammam, Krishna, Kurnool, Mahbubnagar, Nalgonda, Nellore, Prakasam, Srikakulam, West Godavari, Machilipatnam, Eluru, Malappuram, Bankura, Bardhaman, Birbhum, East Midnapore, Hooghly, Maldah, West Midnapore, Bidar, Bijapur, Chamarajanagar, Chikballapur, Chikmagalur, Chitradurga, Mangalore, Gadag, Raichur, Shimoga, Tumkur, Udupi, Madanapalle, Chirala, himavaram, and Nagarcoil,	
E	Rest of India (the places which are not covered under A, B C and D above)	

1. Government Taxes as applicable from time to time :
:
2. Any other Charge(s) :
3. Cancellation Charges for Hotel Accommodation booked :
 - A) Before 30 days :
 - B) Before 15 days :
 - C) Before 07 days :
 - D) Before 72 hours :
 - E) Before 24 hours :
 - F) No Show :
 - G) Taxes, if any :
 - H) Amount on which the tax to be charged :
in case of cancellation of booking)

Please quote Rates for Train/Bus Tickets

S.No.	Item	Amount (Rs.)
01.	Face Value of the Ticket including taxes and other applicable cost charges by Bus Operator or Railways	
02.	Service Charges, if any	
03.	Any other Charges, if any	
04.	Discount, if any	
05.	Cancellation Charges	

Please quote Rates for Domestic Air Tickets

S.No.	Item	Amount (Rs.)
01.	Face Value of the Ticket including taxes and other applicable cost charges by airlines.	
02.	Service Charges, if any	
03.	Any other Charges, if any	
04.	Discount, if any	
05.	Cancellation Charges	

Please quote Rates for International Air Tickets

S.No.	Item	Amount (Rs.)
01.	Face Value of the Ticket including taxes and other applicable cost charged by Airlines.	
02.	Service Charges, if any	
03.	Any other Charges, if any	
04.	Discount, if any	
05.	Cancellation Charges	