

North East Rural Livelihoods Project  
Ministry of DoNER, Govt. of India  
House No.2, Six Mile, G.S. Road, Guwahati – 781022 (Assam)

PD/NERLP/2011-12/95/1314

Dated: 23.10.2013

To

The Firm/Agency

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

Sir/Madam,

1. North East Rural Livelihoods Project intends to avail of the services of reputed Agency for the supply of Air & Train tickets for its office located at House No-2, Six Mile, G.S.Road, Guwahati-781022, for a period of one year, i.e. from the date of empanelment. The following documents having full details are enclosed:

a. General Terms and Conditions Annexure I

b. Pre-qualification requirements for empanelment. Annexure-II

Interested Agency may submit their offer as per the above Annexure duly filled in and signed for 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 Livelihoods Project, House No-2, Six Mile, G.S. Road, Guwahati-781022, so as to reach by 04/11/2013 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,

Sd/  
Project Manager (Administration)  
NELPS, 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 Six Mile, G.S. Road, Guwahati-781022. The Agency should be financially sound, reputed and should have VAT, CST and TIN 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 telephone or mobile only by the authorized officer of NERLP.
- 3) 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.
- 4) 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.
- 5) 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 on Sales Tax Registration, TIN Number, e-mail, Telephone numbers, etc.
- 6) Payment shall be made on monthly basis within 15 days after the receipt of bills.
- 7) The request for empanelment along with all the required documents should reach this office on or before 04/11/2013, 14:00 hours.

Project Manager (Administration)  
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) 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 :
- 8) Please enclose a photocopy of
  - a. PAN No.
  - b. TIN No.
  - c. Registration No. under CST/VAT
- 9) A) Annual Turnover of the past three financial years :

<u>Year</u>	<u>Amount (in Rs.)</u>
2009-10	
2010-11	
2011-12	

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