



CRICKET ASSOCIATION OF UTTARAKHAND

(Affiliated as a full Member of The Board of Control for Cricket in India (BCCI)
(Registered under Society Act, 1860)

Correspondence Address: IInd Floor Sarabjit Complex, Mauja Raipur, Pargana,
Near Hathi Khana Chowk (Landmark) Dehradun 248001

ISSUE DATE 28.05.2024

DOCUMENT IS PROVIDED "FREE OF COST"

Application Notification No: - 03/CAU/2024-2025

**"Empanelment of Travel Agents for Domestic and International Air Tickets & Railway/ Bus
Ticket Booking for Officials/ Players/ Support Staff /Guests of Cricket Association of
Uttarakhand (CAU)"**

ISSUED BY

CRICKET ASSOCIATION OF UTTARAKHAND (CAU)

IInd Floor Sarabjit Complex, Mauja Raipur, Pargana,
Near Hathi Khana Chowk (Landmark) Dehradun.

PUBLISHED/ ADVERTISED THROUGH

CAU's Official Website Advertisement having Detailed Mode of Procuring Empanelment
Document within Stipulated Period as Mentioned in the Advertisement

1. ORGANISATION & BACKGROUND:

CRICKET ASSOCIATION OF UTTARAKHAND (CAU)(hereinafter referred to as CAU) registered under Society Act, 1860 with affiliation with the Board of Control for Cricket in India (BCCI), having its office at IInd Floor Sarabjit Complex, Mauja, Raipur, Pargana, Near Hathi Khana Chowk(Landmark) Dehradun- Uttarakhand-248001 invites application from appropriately qualified Travel Agents through two stages (Technical and Financial) against proposal document for Domestic & International Air Tickets and Railway/ Bus Ticket Booking & Other arrangements for its Officials/ Players/ Support Staff / Guests for the next one or two years.

This is an invitation to treat only and not an offer to acquire any empanelment for Travel Agency services. Submission of a response to this proposal will not create a contract for the provision of the services in any way unless and until the proposed empanelment is accepted by CAU and the parties execute a definitive and binding contract/ agreement for the provision of the services by the selected respondent for the period covered under this invitation.

2. EVENTS AND DATES:

1	NATURE OF WORK	DOMESTIC & INTERNATIONAL AIR TICKETS AND RAILWAY/ BUS TICKET BOOKING FOR ITS OFFICIALS/ PLAYERS/ SUPPORT STAFF/ GUESTS FOR THE NEXT ONE OR TWO YEARS
2	CONTRACTING AUTHORITY	HON. SECRETARY/ CEO, CAU
3	ADDRESS OF THE CONTRACTING AUTHORITY	CRICKET ASSOCIATION OF UTTARAKHAND (CAU) II nd Floor Sarabjit Complex, Mauja Raipur, Pargana, Near Hathi Khana Chowk (Landmark) Dehradun, Uttarakhand – 248001 EMAIL: - hr@cauttarakhand.tv
4	AVAILABILITY OF EMPANELMENT DOCUMENT AT CAU WEBSITE	www.cauttarakhand.tv FROM: 28-05-2024 TO: 10-06-2024 TILL 5:00PM
5	ADDRESS FOR PROPOSAL SUBMISSION	CRICKET ASSOCIATION OF UTTARAKHAND (CAU) II nd Floor Sarabjit Complex, Mauja Raipur, Pargana, Near Hathi Khana Chowk (Landmark) Dehradun, Uttarakhand – 248001
6	DATES & TIME FOR SUBMISSION OF PROPOSALS AT CAU OFFICE	BEFORE 10th JUNE,2024. (Till 5:00PM)
7	SUBMISSION OF OFFER IN SEALED ENVELOPE	ENVELOPE 'A': TECHNICAL SPECIFICATION: - REQUIREMENT WHEREIN TECHNICAL PARAMETERS TO BE EFFECTIVELY DEMONSTRATED BY THE OFFERER TO BE ELIGIBLE FOR CONSIDERATION. Annexure (1,2,3,4) ENVELOPE 'B': FINANCIAL SPECIFICATIONS: - PRICES TO BE QUOTED BY THE OFFERER ON THE LETTER OF FIRM WITH SIGNATURE AND DATE. Annexure (5) COVER ENVELOPE: CONTAINING ENVELOPE A AND B ENVELOPE TO BE ADDRESSED TO HON. SECRETARY/ CEO, CAU.
8	FOR ANY ASSISTANCE FROM CAU, PLEASE CONTACT	MR. Atul Gairola (Mobile No. 8979678857)

3. CHECKLIST OF ELIGIBILITY FOR OPENING TECHNICAL PROPOSAL:

S. NO.	ITEM
1	Certificate of Registration/proof from a statutory body
2	Copy of PAN/TAN Card
3	Copy of GST Registration
4	The applicant needs to provide the mentioned undertaking in Annexure-I & II duly signed, sealed and notarized by a Notary Public

NOTE: -

1. All the above documents with evidences should be put in a separate **Envelope-A** marked as “**Technical Specification Requirement**”. Original of all these documents should be produced for verification as and when requested by Cricket Association of Uttarakhand (CAU).

4. GENERAL SERVICE REQUIREMENTS:

1. The only purpose of this document is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this document.
2. CAU will not have any liability to any prospective Applicant/ Firm/ or any other person under any laws for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this document.
3. The Travel Agent should be approved by appropriate authority.
4. The Empanelment procedure will not be vitiated/ cancelled for want of specific number of offers to be received against the RFP.
5. Cricket Association of Uttarakhand, Dehradun (CAU) reserves the right to withhold or withdraw the process at any stage or accept/reject any or all of proposals at any stage without assigning any reasons whatsoever and no appeal, objection or communication will be entertained from any applicant/offerer.
6. CAU reserves the right to demand any additional document/ declaration/ evidence etc. from the offers/ applicant to ascertain the requirements of selection.
7. The Applicant should be equipped with the requisite infrastructure in the form of Airline Computerized Reservation Systems (CRS), electronic mail and other modern communication systems.
8. The Empanelment period will be initially for a period of one year and will be further extendable, on mutual consent of both parties on satisfactory performance on yearly basis.

9. In the event of any dispute or difference(s) between the CAU and the Vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Secretary, Cricket Association of Uttarakhand, Dehradun”, who may decide the matter himself.
 10. The Applicant should have been providing domestic & international Air ticket & Railway / Bus ticket booking services to customers like reputed Government Institutions/ PSU/Bank/ Corporate Sector etc.
 11. The applicant shall submit proposal in a sealed envelope in two copies (Technical & Financial). All the pages of the Financial Proposal shall be duly signed by the authorized signatory of the Agency in ink before submission. Corrections, if any, shall be countersigned. Failure to provide and/or comply with the required information, instructions, etc. incorporated in the documents may result in rejection of his proposal.
 12. The rates submitted shall be subject to negotiations (if needed be), once the eligible applicant/ Firm has been shortlisted and called for discussion by the Cricket Association of Uttarakhand (CAU).
 13. GST Amount on invoice will be paid only after presentation of GST Challan deposited by the Agency/ Vendor concern.
 14. The Booking charges quoted by the party shall be firm during the currency of contract. All booking charges shall be written both in figures and in words. In case of discrepancy between the words and figures, rates indicated in words shall prevail.
 15. CAU is at liberty to have more than one Travel Agency empaneled and the booking to any of the empaneled Agency will be sole discretion of CAU.
 16. This document and services hereunder shall be governed by and construed and enforced in accordance with the Laws of India and in Dehradun jurisdiction only for any dispute arising out of as in relation to this proposal.
 17. All the offers received will be scrutinized and only technically qualified offers will be considered for financial proposal opening. The Technically unqualified offers will be rejected.
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UNDERTAKING BY THE APPLICANT

1. This is to certify that I on behalf of M/s.....before signing this application have read and fully understood all the terms and conditions of this application read along with clarifications and undertake that M/s will abide by all the conditions set forth in the Application Notification No.....dated.....issued by the Secretary, CAU, D e h r a d u n
2. M/s..... have not been black-listed at any point of time.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Proposal at any stage besides liabilities towards prosecution under appropriate law.

DATE:

PLACE:

Signature of the authorized signatory with Seal

Name:

Designation:

Address:

UNDERTAKING

CONFLICT OF INTEREST DECLARATION BY FIRM /COMPANY
/AGENCY /ETC.

I, on behalf of M/s..... having registered office atdo hereby declare and undertake that :

1. I am competent to give this declaration on behalf of the above-mentioned Firm/Company/Agency, etc.
2. The Applicant Firm / Company / Agency, etc. does not have any Conflict of Interest as defined in the Constitution of CAU and BCCI.

OR

The Applicant Firm/ Company/ Agency, etc. does have the following potential or existing that may be deemed as Conflict of Interest.

.....
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.....
.....

This declaration and undertaking are provided by undersigned to the Cricket Association of Uttarakhand after reading and understanding the relevant provisions of the constitutions of CAU and BCCI

DATE:

PLACE:

Signature of the authorized signatory with Seal

Name:

Designation:

Address:

Technical Proposal for Empanelment of Travel Agency for booking of Domestic, International Air Tickets and Railway Tickets

S. No	Particulars	Details to be filled by the Agency
1	Name of the Firm/ Agency	
2	Registered office/ business address of the agency	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person(s)	
5	Copy of PAN/TAN Card	
6	Copy of GST Registration	
7	Name & Address of Bankers along-with Current Account details.	
8	<u>Infrastructure details</u> Whether the agency is providing domestic / international ticket booking services and Railway Bus Ticket Booking to reputed Institutions, Corporate Clients etc. Give names of institutions where the agency is empaneled/ providing such services. (Attach copy of Orders /proof)	
9	Additional facilities offered other than booking tickets/Transaction charges/service fees/other charges if any	
10	Maximum Credit limit in terms of Number of days permissible on part of Vendor/ Agency empaneled for.	
11	Whether the travel agent is equipped with the requisite infrastructure in the form of Airline Computerized Reservation System (CRS), electronic mail and other modern communication systems	
12	Whether the agency is prepared to provide the services on extended working hours including Sundays/ Holidays besides normal working days also.	
13	Whether any notice for penalty was ever issued by any Government Agency? If so, details thereof (please attach copies of communications, if any).	
14	Annexure-I & II duly signed, sealed and notarized by a Notary Public.	

DATE:

PLACE:

Signature of the authorized signatory with Seal

Name:

Designation:

Address:

FORMAT FOR GIVING DETAILS OF KEY PERSONNEL OF THE AGENCY

S. No.	Name of personnel	Designation	Years with Agency	Contact number	Any Other Information
1					
2					

DATE:**PLACE:****Signature of the authorized signatory with Seal****Name:****Designation:****Address:**

FINANCIAL RATE & QUOTES

1. **Name and address of Applicant/ Service Provider Company/ Firm/ Agency:**

2. **Financial Rates:**

S. No.	Please indicate the Service charges on per person basis (not on billing amount) that may be charged by the travel agents on arrangements like: -	Service charge amount to be filled by the Agency
1.	Visa	
2.	Air Tickets	
3.	Accommodation	
4.	Local Transport	
5.	Foreign Exchange	
6.	Train Tickets	

Note- Travel details and other logistics detail will be informed by CAU at the time of assignment.

DATE:

PLACE:

Signature of the authorized signatory with Seal

Name:

Designation:

Address: