

SUPREME COURT OF INDIA
(PROTOCOL SECTION)

F.No.13/Travel Agents/2016-SCA(P)
Dated : 20th February, 2016.

Due Date : 10.3.2016

NOTICE INVITING TENDERS FOR EMPANELMENT OF TRAVEL AGENTS FOR PURCHASE OF AIR TICKETS.

The Registry of the Supreme Court of India is in the process of preparing a fresh panel of official Travel Agents for purchase of air tickets for domestic and international sectors for Hon'ble the Chief Justice of India, Hon'ble Judges, their family members and officers/staff of the Registry. IATA approved Delhi based Travel Agents who are interested for consideration of empanelment as one of the official travel agent may send their profile indicating the **maximum rate of discount on basic fare** they would like to offer on the purchase of tickets in First Class, Business Class and Economy Class in domestic as well as international sectors, including the booking under the promotional/concessional schemes, certificate issued by IATA, their clientele, network and branches within the country and abroad. They are also requested to intimate what other incentives/services will be offered by their Company. **The maximum rate of discount on basic fare and charges for others services should be furnished in the proforma (Annexure 'E').**

They are requested to furnish the above-noted information in a sealed cover superscribing "**Proposal for Empanelment of Travel Agents**", at the earliest, so as to reach the undersigned **on or before 10th March, 2016 upto 5.00 p.m.** Any response received after the due date and time or without sealed cover or in torn condition will not be entertained.

Any inquiry regarding aforesaid matter can be made from Mr. Y.K. Sharma, Branch Officer (Protocol Section) (Telephone No.23112010) on any working day between 10:00 AM to 04:30 PM except Saturday upto 12:00 noon.

TERMS & CONDITIONS

1. For each official tour, quotations will be called for in '**sealed cover only**' from each of the empanelled travel agents. Tickets will be purchased from the travel agents who will quote the lowest net fare for confirmed tickets.
2. The payment of tickets will be made after completion of journey.
3. The travel agent who fails to send the quotation on three occasions consecutively will be removed from the list of official travel agents of the Supreme Court of India without any notice.
4. Tickets to be delivered in the Supreme Court of India or at residential offices of Hon'ble the Chief Justice of India / Hon'ble Judges, as may be required.



5. Unless otherwise directed tickets will be booked in international as well as domestic sectors in the promotional/concessional schemes, if available and applicable provided they are financially beneficial to the Supreme Court of India.
6. Passports for affixing the Visa will be required to be picked up/delivered in the Supreme Court of India or at residential offices of Hon'ble the Chief Justice of India / Hon'ble Judges, as may be required.
7. The tender for empanelment of travel agents may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same along with his own identity proof to the Reception Officer for issuance of entry pass.
8. The Travel Agents should specifically mention the services which they offer alongwith charges / fee for the same.
9. The Supreme Court reserves the right to empanel any travel agent and to cancel the empanelment at any time, without assigning any reason.
10. Submission of the application does not confer any right on any applicant for empanelment with this Court
11. The decision of this Registry on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
12. Empanelment will not *ipso facto* confer any right on any travel agent to receive letter calling quotations from the Registry for purchase of tickets for official tour.
13. The prescribed proforma (Annexure 'E') can be obtained without any payment, from the Branch Officer (Protocol), Protocol Section, during office hours or can also be downloaded from the website of the Supreme Court of India i.e. www.sci.nic.in
14. The Supreme Court reserves the right to purchase air tickets from any other travel agent or airline service who is/are not empaneled with it.
15. The panel of travel agents approved for particular items will be kept alive initially for a period of one year.



(R.N. NIJHAWAN)
REGISTRAR (ADMN. J)

Enclosure : Annexure 'E'

Annexure 'E'

Name & Address of Travel Agent* _____

Tel. & Fax Nos. of Travel Agent _____

e-mail id of Travel Agent : _____

S. No.	Name / Category of Airline	Discount offered on Domestic Tickets on Basic Fare	Discount offered on International Tickets on Basic Fare	Other Charges such as Service Tax, Booking Charges, Cancellation Charges, VISA Service Charges, Passport Service Charges, Foreign Exchange, etc.	Remarks

(Name & Signature of Authorised person of the Travel Agent)

Place :

Dated :

* Copy of Valid Certificate of Accreditation issued by IATA to be enclosed.

