

## **Expression Of Interest for Travel Related logistics/Event Management**

Indian Nursing Council (INC) invites Expression Of Interest/Request For Proposal (EOI/RFP) from reputed firm dealing with Travel related Logistics/Event Management companies for empanelment with the Indian Nursing Council for a period of one year. The agency shall be required to book hotel rooms, logistic arrangements including train, bus and taxis for INC guests across India.

proposal, complete in all respects may be sent in a sealed envelope superscribed "INC EOI for Travel Related logistics/Event Management".

INC reserves the right to reject any or all the proposals without assigning any reason thereof. Any form of canvassing from any source whatsoever, shall invite immediate disqualification.

### **GENERAL CONDITIONS OF TENDER FOR EMPLANELMENT OF TOUR OPERATOR EVENT MANAGEMENT COMPANY**

Application are invited from experienced and reputed firms in Travel Related logistics/Event Management Companies for empanelment in the INC for a period of one year.

1. The agency will be required to book accommodation and related logistics arrangement across India
2. The agency's services shall be broadly classified as under:
  - a. Hotel Booking in stipulated price range.
    - i. Booking of hotel accommodation in India on most competitive rates prevalent in the market and should be within the entitlement of INC officers which will be informed.
    - ii. The hotel bookings would be made on ad-hoc basis. The hotel requirement may range from Luxury Hotel and Budget hotel located in any tier -I, tier -II, and tier- III cities of India and abroad.
    - iii. The rates should be quoted for Single and Double Occupancy including room rental, breakfast and all applicable taxes.
    - iv. The budget hotels proposed should have proper in-house arrangements to provide one time meals including other than breakfast. All the rooms should be well ventilated and air conditioned, furnished with single bed/double bed, attached toilet with modern fittings, cupboard, hot water supply in the bathrooms, tea kettle, complementary toiletries, mobile/laptop charging points, LED/LCD TV with Cable channels, Climate control facility, study table with chair, power back-up system etc.
    - v. Complete solution to the travel arrangement of the guest including air ticket/Rail/ Taxi point to point within the city.
    - vi. 24 hour back up support for the guests regarding hotel and the arrangements. Travel agency shall provide travel services at least from 08:30 hrs to 18:00 hrs

during working days. In addition travel agents shall provide for 24 hours a day “emergency” service for the services already booked.

- vii. Any other related services on mutually agreed terms.
- viii. For any specific event the agency may be asked to perform all or part of above services.

### **3. Pre-qualification criteria:**

- i. The minimum turnover of the company in regard to event management should be Rs. 2.00 Crore (Rupees Two Crores Only) per annum for last one year i.2 2016-17 financial year. The turnover of travel related logistics/event management division should be reflected in balance sheet/billing details certified by the chartered accountant.
- ii. The company must have work experience of at least three years in Travel related Logistics/Event Management.
- iii. The company must have managed exclusive hotel booking and travel arrangements for companies/organizations in the last two years preference shall be given to those event management companies who have managed tourism related events and have organized events for Government Sector.
- iv. No Consortium / Joint Venture shall be considered.
- v. The agencies securing the qualifying marks shall be selected for empanelment.
- vi. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
- vii. The INC reserves the right to accept or reject any application or its part without assigning any reasons thereof.
- viii. An agreement would be signed between the department and the empanelled firm/s
- ix. Other terms and conditions (enclosed) including EOI shall also be a part of this tender and binding upon the tenders.
- x. Changes/suggestions if any in the EOI will be notified on the website.
- xi. Proposals, complete in all respects as per Annexure-I may be sent in a sealed envelope EOI for Travel Related logistics/Event Management” addressed to Secretary, Indian Nursing Council 8<sup>th</sup> floor NBCC Centre, Okhla Ph-1, New Delhi-110020. The last date for submitting Expression Of Interest (EOI) is 25.10.2017 at 3.00 PM. The EOI may be submitted in the drop box kept at office of Indian Nursing Council.
- xii. Presentation:

Only the pre-qualified firms shall be called for presentation. The presentation shall cover the following points and will be evaluated by the Committee

1 Work Experience in Travel related Logistics and Event Management.

2 Infrastructure of Firm

- (i) Manpower
- (ii) Network of Offices
- (iii) Other infrastructural support facilities

3 Turn Over

4 Experience of Travel related Logistics/Event Management

6 Previous work experience with Government Sector

7 Travel arrangement guests

Note – The maximum time for presentation shall be 15 minutes. Hard copy along with a soft copy of presentation has to be provided to the INC at the time of presentation

**PRE-QUALIFICATION PROPOSAL OF EXPRESSION OF INTEREST**

Sub: Application for “Empanelment of Travel Related Logistics /Event Management Agencies in Indian Nursing Council

2. Date of Establishment of Company (Enclose Evidence):
  
3. Total work experience in the Travel Related Logistics /Event Management (in years):
  
4. Office details:
  
5. Annual turnover in last year (enclose balance Sheet CA’s Certificate):
  
6. List and brief details of exclusive events managed in last two years, enclose separate sheet for events for promotion of cultural and tourism.
  
7. Is your firm a proprietorship/Partnership or registered under the Companies Act. Please give details & enclose Certificate:
  
8. Branches (Enclose details with address & telephone no):
  
9. Details of Income tax Registration: Enclose IT Clearance/ PAN/GST details:
  
12. List of present clients & sample of recently done works (Enclose details):
  
13. Any other information

This is certified that I have read and understand the enclosed brief and other terms and condition and all the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge.

**Signature**

**(Company Seal**