

BNM No. / (M) 12.11.24/T.E - 094/MYS/MMD /2017-18

Date: 26.12.2017

M/s. <Name>

Dear Sir,

Sub: Corrigendum to Tender Enquiry No. 094/MYS/MMD/2017-18 dt. 01.12.2017

Ref: Tender Enquiry No. 094/MYS/MMD/2017-18 dated 01.12.2017 for Appointment of Travel Agent on Rate Contract Basis for a Period of Three Years on Yearly Renewable Basis

1. With reference to the above Open Tender Enquiry, it is intimated that, Corrigendum has been issued for changes /corrections / amendment in (i) Point No. 3 of Section-VII, Technical Specifications, at Page no. 33 of 46 and (ii) Point No. 12 of Section-VIII, Compliance Statement, at Page no. 35 of 46.

All Bidders are requested to visit our Website www.brbnmpl.co.in and download the updated tender documents from the website and submit its tender by utilizing the updated document which is scheduled to be opened on 17.01.2018

All Bidders to note the above for strict compliance please.

Yours faithfully,

For & on behalf of BRBNMPL,

P K Biswal
Dy. General Manager

BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED

Note Mudran Nagar, Mysore

PURCHASE SECTION

OFFICE NOTE

Date: 26/12/2017

Sub: Issuance of Corrigendum to Tender No. 094/MYS/MMD/2017-18 dated 01.12.2017 for Appointment of Travel Agent on Rate Contract Basis for a Period of Three Years on Yearly Renewable Basis

As per the guidelines contained in CO letter - BNM No. 2603/51.08.01/2017-18 dated 2017-18, it is proposed that, we may issue the following corrigendum for Tender No. 094 / MYS / MMD / 2017-18 dated 01.12.2017 for Appointment of Travel Agent on Rate Contract Basis for a Period of Three Years on Yearly Renewable Basis, which is scheduled to be opened on 03.01.2018. The detail of the corrigendum is given in the annexure.

(Kishor Kumar Paul)
Mgr (MMD)

AGM (MMD) pl

DGM (MMD&F&A) pl

GM / O-I-C pl.

CORRIGENDUM No. - 1

Date: 26.12.2017

Sub: CORRIGENDUM To OPEN TENDER ENQUIRY No. 094/MYS/MMD/2017-18 dated 01.12.2017 for APPOINTMENT OF TRAVEL AGENT ON RATE CONTRACT BASIS FOR A PERIOD OF THREE YEARS ON YEARLY RENEWABLE BASIS

With reference to the above Open Tender Enquiry, it is intimated that, the following changes / corrections / amendment have been made:

2. The following content of Point No. 3 of, Section-VII, Technical Specifications, at Page no. 33 of 46

“Free Pick & Drop facility from BRBNMPL, Mysore to International Airport- Bangalore by Non-AC car for international tickets”

have been removed. The revised / corrected copy of the page after this corrigendum is appended at Page no. 2 of this corrigendum.

3. The following content of Point No. 12 of, Section-VIII, Compliance Statement, at Page no. 35 of 46 :

“

| Sl. No. | Features | Requirements of BRBNMPL Terms and Conditions | Whether Agreed by the firm (Yes / No) | Deviation, if any |
|---------|----------------------|--|---------------------------------------|-------------------|
| 12 | Pick & Drop Facility | We agree for Free Pick & Drop facility from BRBNMPL, Mysore to International Airport- Bangalore by Non-AC car for international tickets. | Yes agreed | |

”

have been removed. The revised / corrected copy of the page after this corrigendum is appended at Page no. 3 of this corrigendum.

4. Tender Opening Date is extended to 17/01/2018.

All other details of the tender remain unchanged.

Name: Shri P.K.Biswal, Designation: Deputy General Manager

Address: BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly owned Subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysuru - 570 003

Telephone No. 0821 – 2469062/2469051

Email: pkbiswal@brbnmpl.co.in

Section VII: Technical Specifications

Tender no. 094/MYS/MMD/2017-18 dated 01.12.2017

**Appointment of Travel agent on rate contract basis for a period of Three years
on yearly Renewal basis**

Scope of Work and Technical Specifications:

The agency would ensure booking of tickets / confirmation of waitlisted tickets, delivery of tickets at BRBNMPL during working hours/holidays/after office hours(at the expense of the agency), collection of tickets for cancellation, getting visa, passports, confirmation/cancellation, up gradation/revalidation of tickets, delivery of tickets, documents. The scope of work of the agency in brief is as under.

1. Booking and issuing of international / domestic air tickets including pre-paid tickets.
2. Assistance for issue / obtaining new passport, renewal and miscellaneous passport related services, obtaining visa and submitting passport at the embassies without any service charges. For assistance in obtaining Visa/passport, VFS service charge on approved rate / prescribed by VFS centres will be paid by BRBNMPL.
3. The agency will be available at all times for booking/cancellation of tickets.
4. Submission of a formatted monthly statement of bills raised showing rate of discount provided to BRBNMPL, GST and the cost of ticket.
5. The agency will pass on to BRBNMPL all concessions / facilities extended by the airlines to the passenger on air journeys booked by BRBNMPL.
6. Ensuring receipts of proper statement from airlines on points gained on deal codes secured by BRBNMPL and ensuring proper utilisation thereof.
7. Assisting BRBNMPL in securing deal codes with other airlines.
8. Providing travel assistance on 24 hours/all weekdays basis.
9. The agency should inform BRBNMPL about the various incentives such as extra incentive / discount/complimentary ticket/promotions etc. being offered by various airlines from time to time over and above the discount offered by them and transfer the promotional offer to BRBNMPL.
10. Cancellation charges of all domestic air tickets will be paid as per norms of concerned airlines.
11. Validity of all classes of International Air Tickets shall be duly mentioned on the ticket.
12. If during the visit abroad any sector remain unused, the Air Ticket coupons will be passed on to the agency for refund and the agency shall arrange refund to BRBNMPL.
13. The information with regard to booking of travel will be passed on to the agency over telephone by authorised officer of BRBNMPL and the same shall be arranged by successful bidder within the specified time. The agency will deliver the tickets to our office or if required at the residence of employees in time and in case of any change or cancellation, the agency shall arrange for collection of the ticket and doing the needful as per the direction of BRBNMPL/authorised officer.
14. The requisition for air tickets / visa/passport must be taken by the agency from the authorised person / administration division or any person designated for making the requisition of tickets by BRBNMPL. Any tickets made from unauthorised requestor shall not be considered for payment.
15. The e-tickets sent to BRBNMPL must contain in the subject line, Name of the traveller, sector and date with price/cost. The email must be sent to the authorised requestor and the traveller.

[The Revised / Corrected Content of Page 35 of 46 after Corrigendum No. - 1]

Compliance Statement Appointment of Travel agent on rate contract basis for a period of Three years on yearly Renewal basis

Against Tender Enquiry No. 094/MYS/MMD/2017-18 dated 01.12.2017

We will supply the material strictly as per specifications and compliance statements given below.

Compliance Statement:

| Sl. No. | Features | Requirements of BRBNMPL, Terms & conditions | Whether Agreed by the firm (YES/No) | Deviation, if any |
|---------|---|---|-------------------------------------|-------------------|
| 01 | General specifications and scope of work | Items /services should be supplied exactly as per the given specifications mentioned in Section VII of the tender and have enclosed catalogue/brochure of the offered item | Yes / No | |
| 02 | Quantity: | We understand that the requirement of quantity mentioned in the tender is only indicative and BRBNMPL reserves the right to increase or decrease the quantity depending upon their actual requirement | Yes / No | |
| 03 | Delivery | As per section -VI | Yes agreed | |
| 04 | Payment terms | Payment terms as mentioned in the tender | Yes agreed | |
| 05 | Liquidated Damage | Liquidated Damage clause as mentioned in tender | Yes agreed | |
| 06 | Performance Security | As mentioned in clause No.6 of GCC | Yes agreed | |
| 07 | Tender terms & conditions | We have gone through entire tender document thoroughly including GIT (Section II - General Instructions to Tenderer), GCC (Section IV - GENERAL CONDITIONS OF CONTRACT) <u>and confirm that we don't have counter conditions.</u> We also understand that offer with counter conditions is liable for rejection | Yes agreed | |
| 08 | Compensation for damages | As mentioned in the tender | Yes agreed | |
| 09 | Termination of contract by BRBNMPL | As mentioned in the tender | Yes agreed | |
| 10 | Travel agency's /Contractors responsibility | As mentioned in the tender | Yes agreed | |
| 11 | Discount rates | We will agreed the Discount offered as a percentage on the basic fare of air ticket (excluding taxes) for Domestic and International Air tickets as per Price Bid | Yes agreed | |
| 12 | Foreign Exchange services | We agree for arranging Foreign Exchange from FFMC supplier (if asked) for without any commission / service charges. | Yes agreed | |
| 13 | Overseas mediclaim insurance for International Tickets | We agree to obtain travel related insurance including overseas medical insurance at actual charges without any service charges for International tickets. | Yes agreed | |
| 14 | Delivery of tickets | We agree to deliver all tickets and other travel related documents personally in your office. Tickets and other documents shall not be sent by Courier or other mode. | Yes agreed | |
| 15 | VISA Preparation & Miscellaneous like passport related services | Assistance for issue / obtaining new passport, renewal and miscellaneous passport related services, obtaining visa and submitting passport at the embassies without any service charges. | Yes agreed | |
| 16 | No. of pages | Total number of pages in Technical Bid | | |

