

No. DJA/Acd./May.Ret./1007/2016

DELHI JUDICIAL ACADEMY

(High Court of Delhi)

SECTOR – 14, DWARKA

NEW DELHI – 110078

Phone No.: 011-28036687, Fax No. : 011-28036683, E-Mail: dja@nic.in

Dated: 28.04.2016

To All Tour Operator

1. Mode of Tendering: Offline i.e. Technical Bid and Financial Bid
2. Date of Publishing of Tender: 28/04/2016
3. Date & Time for Submission of Bid: 03/05/2016; 11:00 HRS
4. Date & Time for Opening of Tender Box in the presence of representatives of the bidders/ tour operators: 03/05/2016; 11:30 HRS
5. Date & Time for evaluation of Technical Bid and opening of Financial Bid in the presence of representatives of the bidders/ tour operators: 03/05/2016; 12:30 HRS

NOTICE INVITING PROPOSALS FROM TOUR OPERATORS

1. DETAILS/ REQUIREMENT OF THE TOUR

(i) Dates:

Departure: **12.05.2016 at 05.00 pm** from Patiala House Courts, New Delhi

Return: **15.05.2016** in the evening/late evening to Patiala House Courts, New Delhi

(ii) Hotel category: Four star hotel or any other hotel with equivalent facilities, at Manali

(iii) Rooms required: Five on single occupation basis
Remaining rooms on twin sharing basis with two single beds in each room

(iv) Vehicles:

(a) Six Toyota Innova or equivalent SUVs, with bucket seats

(b) Vehicles not being more than two years old and having not run for more than one lakh kilometers

2. PROPOSED ITINERARY FOR THE RETREAT

DATE	ITINERARY
Day – 1 12.05.2016 (Thursday)	Pickup from Patiala House Courts at around 05.00 p.m.
	Arrival at Chandigarh
	Dinner and overnight stay at Chandigarh (arrangements will be made by the Academy)
Day – 2 13.05.2016 (Friday)	Early morning proceed to Manali
	Breakfast on the way
	Arrival at Manali, Lunch at hotel at Manali/ on the way as the situation may demand
	Visit to Hadimba Temple and local sight seeing
	Dinner at Hotel / Resort at Manali
	Overnight stay at Hotel / Resort at Manali
Day – 3 14.05.2016 (Saturday)	Breakfast at Hotel / Resort at Manali
	Proceed to Rohtang Pass and Solang Valley
	Lunch
	Evening free at Hotel / Resort at Manali
	Dinner at Hotel / Resort at Manali
	Overnight stay at Hotel / Resort at Manali
Day – 4 15.05.2016 (Sunday)	Breakfast at Hotel / Resort
	Checkout the Hotel / Resort
	Proceed for Delhi by Innova Cars
	Lunch, Tea and Dinner on the way

3. FOOD:

Food to be served shall be hygienic and both Vegetarian and Non Vegetarian.

*** The Course Coordinator of the Academy accompanying the tour shall be within his right to change the Food Menu at any point of time whenever he may consider it so necessary.**

4. COST:

The cost to be quoted in the tender would be in the form of a Packaged Tour being offered. The Cost would include:-

- (i) All kinds of travel cost including the local visits and hiring of other vehicles, wherever required
- (ii) Lunch, Dinner, Refreshments, Snacks, Tea, Coffee, Soft Drinks, Mineral Water en-route.
- (iii) Food, Boarding, Lodging and use of other recreational facilities at the hotel.
- (iv) Medical emergencies.

It is made clear that in case of diversion of routes because of any reason, no extra cost shall be payable.

5. STAFF ON VEHICLE:

The Tour Operator shall depute one Tour Coordinator, capable of taking independent decisions wherever required, to remain with the Touring Officers throughout the journey to take care of logistics and supervising the entire arrangements.

6. EMERGENCY:

- (i) In case of breakdown of any of the vehicles, the tour operator shall arrange for similar vehicle, as replacement.
- (ii) Tour Operator shall make arrangement for handling any medical emergency during the tour.

7. ELIGIBILITY CRITERIA:

- (i) Tour Operator shall have turnover of at least Rs. 20 Lakhs in each of the last three financial years i.e. 2012-2013, 2013-2014 & 2014-2015
- (ii) Tour Operator shall have a valid PAN & Service Tax Number.
- (iii) Tour Operator should not have been black listed by any State/ Central Government/ PSU/ Autonomous Bodies.
- (iv) Tour Operator, in case of it being a Private Tour Operator, preferably be on the approved list of Tour Operators of Indian Tourism Development Corporation, Delhi Tourism Development Corporation or any State Tourism Development Corporation/ Undertaking.

None of the above condition, however, would apply in case the Tour Operator happened to be Indian Tourism Development Corporation, Delhi Tourism Development Corporation or any other State Development Tourism Corporation/ Undertaking.

8. PENALTY CLAUSE

In case the services provided by the Tour Operator are found to be deficient, the Academy shall be within its right to impose any penalty/ recover compensation/ not to make the payment to the extent it may consider necessary, taking into consideration the nature of the deficiency. The decision of the Chairperson, Delhi Judicial Academy shall be final in this regard. Any legal dispute arising between the Academy and the Tour Operator shall be subject to jurisdiction of Courts in Delhi.

9. ONE BID PER TOUR OPERATOR:

Each Tour Operator shall submit only one bid. If a Tour Operator is found to have submitted more than one bid, such Tour Operator shall stand disqualified.

10. SUBMISSION OF BID:

The evaluation of the tender would involve two stages of scrutiny:

(i) Technical Bid

(a) Technical Bid shall be submitted in the standard form '**Annexure A**', alongwith EMD of Rs. 10,000/- in the shape of account payee demand draft/ fixed deposit receipt from any commercial bank in an acceptable form in favour of DDO, Delhi Judicial Academy, payable at New Delhi accompanied with all the necessary documents mentioned therein duly attested by the Owner/ Director/ Manager of the Tour Operator.

(b) In case the "Price" is found to have been quoted in the "Technical Bid", such Technical Bid shall be rejected.

(ii) Financial Bid

Financial Bid shall be submitted in the standard form '**Annexure B**'. The price quoted in the Financial Bid should be in Indian Currency stated clearly in words and also in figures.

(iii) HOW TO SUBMIT THE BIDS

The Technical Bid and Financial Bid should be sealed by the bidder in two separate covers duly superscribed and both these sealed covers alongwith the EMD are to be put in a bigger cover which should also be sealed and duly superscribed "**Environment Awareness & Stress Management Retreat – May 2016**" which may be submitted at **Delhi Judicial Academy, Sector – 14, Dwarka, New Delhi – 110078** on working days in tender box placed at reception on ground floor. Bids received after the stipulated date and time, shall not be entertained. The representative of the tenderer may remain present with proper authority of the tenderer at the time of opening of bids.

(iv) NO REQUIREMENT OF TECHNICAL BID FOR STATE AGENCIES:

Indian Tourism Development Corporation, Delhi Tourism Development Corporation or any of the State Tourism Development Corporation/ Undertakings are being exempted from participating in the Technical Bid. Their participation shall only be confined to Financial Bids.

11. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

Delhi Judicial Academy is not bound to accept the lowest or any bid and may at any time without notice terminate the tendering process.

12. EVALUATION OF BIDS:

- (i) The bids of eligible Tour Operators, who qualify the technical evaluation, will be considered for financial evaluation.
- (ii) The contract will be awarded to the Tour Operator who is found to have quoted lowest price (L1) in the financial bid.

- (iii) If, the price quoted by more than one Tour Operator are found to be lowest i.e. **L1**, then the contract will be awarded to the Tour Operator having higher experience in terms of having conducted such tours. The decision of Delhi Judicial Academy will be final and binding in this regard on such Tour Operators.
- (iv) The Tour Operator whose consolidated rates are accepted will have to deposit a performance security of 5% of the total cost at the time of signing of the contract in the shape of account payee demand draft/ fixed deposit receipt from any commercial bank in an acceptable form in favour of DDO, Delhi Judicial Academy, payable at New Delhi for the due performances of the agreement and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligation. In the event of breach/ violation or contravention of any terms and conditions contained herein by the Tour Operator to whom the contract has been awarded, the said security deposit shall be forfeited by the department and such Tour Operators shall be blacklisted in addition to the termination of the contract. The performance security deposit shall bear no interest. The performance security will be released after completion of the tour.

13. ADVANCE AMOUNT:

If the Tour Operator belongs to the private sector, not more than 30% of the total costs shall be granted as an advance, i.e. before the commencement of the tour. The remaining amount due shall be paid at the end of the tour on submission of invoice(s)/bill(s) by the tour operator.

14. STATUTORY OBLIGATIONS:

The Tour Operator shall be responsible for the compliance of all the rules and regulations.

15. No Liability of Academy in case of any loss etc.

The Academy shall not be liable for any compensation for any loss which Tour Operator may suffer because of negligence/ mis-happening or violation of any rule or regulation on the part of Tour Operator or his staff/ employee.

16. RELEASE OF PAYMENT:

The Academy shall, on the successful completion of the tour, try to release the payment after deduction of Statutory liabilities and penalties/ Compensation/ non-payment of money for deficient services (if any) within 15 working days after the submission of invoice(s)/ bill(s) accompanied with all the necessary documents etc. However, in case of any delay, no interest shall be payable by the Academy thereon.

17. INVITATION TO OFFER:

In case the above terms and conditions are acceptable to you, you are invited to submit your bids on the day and time as indicated in this notice.

18. AWARDING OF CONTRACT:

Once a Tour Operator has been declared successful, the Tour Operator shall be required to enter into agreement without any delay on the above terms and conditions forming part of this tender document.

TECHNICAL BID FORM
Annexure 'A'

1.	Name of the Agency with Address Telephone No. Fax No. Mobile No. E-mail ID	
2	Date of Incorporation / registration	
3	Date of inclusion of the Tour Operator in the list of 'Approved Tour Operators' of Indian Tourism Development Corporation/ Delhi Tourism Development Corporation/ any other State Tourism Development Corporations/ Undertakings, if any.	
4	Details of experience in the field of Tour & Travels.	
5	Permanent Account Number (PAN)	
6	Service Tax Number	
7	Turnover of Financial Year with details of Turnover in the last three Financial Year i.e. 2012-13, 2013-14, 2014-15	
8	Name of authorized person to sign on behalf of bidding agency (hereinafter referred to as bidder): Designation Telephone & Mobile No. E-mail ID Specimen Signatures of the authorized person	
9	EMD of Rs. 10,000/-	

Documents to be submitted with Technical Bid.

- Proof of the Address (Ref. Sl. No. 1)
- Copy of the Incorporation / Registration of firm (Ref. Sl. No. 2)
- Copy of document, if any, for being on the list of approved Tour Operators with Tourism Department (Ref. Sl. No. 3)
- Proof of experience of undertaking such tours (Ref. Sl. No. 4)
- Copy of Pan Card (Ref. Sl. No. 5)
- Copy of the Registration with Service Tax Department (Ref. Sl. No. 6)
- Document showing turnover of last three financial years ((Ref. Sl. No. 7)
- Letter of authorization (Ref. Sl. No. 8)
- EMD in original (Ref. Sl. No. 9)

Signature & Seal of Bidder

***Indian Tourism Development Corporation/ Delhi Tourism Development Corporation/ Other State Tourism Development Corporations are exempted from submitting the Technical Bid.**

Annexure 'B'

FORMAT OF FINANCIAL BID

SL.NO.	Description	Amount (In INR) (Rates shall be inclusive of all taxes & levies)
1.	Per Person rate to be charged by the bidder.	Rs..... (Rupees.....)

Signature & Seal of the bidder

***Indian Tourism Development Corporation/ Delhi Tourism Development Corporation/ Other State Tourism Development Corporations are exempted from submitting the Technical Bid.**