



**The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)
12, Sudder Street, Kolkata - 700016.
Website: icmai.in**

Date: 20th March, 2014

**EXPRESSION OF INTEREST FOR EMPANELMENT OF TRAVEL AGENCIES/ONLINE
TRAVEL PORTALS**

The Institute of Cost Accountants of India intends to engage experience agencies/travel portals with pan India presence to be empanelled with the Institute for arrangement of Air Tickets (both domestic and international), Train Tickets, Cab Booking, Hotel Booking (both domestic and international), Visa Facilitation, Foreign Exchange Service & tour and travel related services. The details of the advertisement is available on the Institute's website at www.icmai.in

Scope of Work:

- (i) To Book Air tickets (Domestic and International), Train Tickets for the ICAI and/or arrange the same on immediate basis.
- (ii) To Book train tickets
- (iii) To provide other Tour and Travel related services
- (iv) To provide Hotel booking (Domestic and International)
- (v) To provide Cab Booking services
- (vi) To provide Visa Facilitation, foreign exchange services as and when required
- (vii) Any other Job related to above clauses.

Interested parties may forward their offers/proposals along with the following documents mentioned in Annexure -1

**To,
The Director (Administration)
The Institute of Cost Accountants of India,
CMA Bhawan,
3, Institutional Area, Lodhi Road New Delhi-110003**

Fully filled up Offers/proposal addressed to the under mentioned may be sent through courier/speed post so as to reach within **31st March, 2014** till **3.30 p.m.**



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Annexure -1

INFORMATION SHEET / QUALIFYING CRITERIA

**(To be filled in and submitted by the Applicant alongwith copies of documents
in support of the information furnished by the applicant)**

INFORMATION SHEET			
Sl.	Particulars	Information to be furnished by the applicant	For use By ICAI
01	Name of the Party		
02	Address of Head Office/Regd. Office with telephone no. Fax no. E-Mail . etc.	Address : Tel No. with STD code: Fax no. with STD Code: E-mail address : Contact Persons with designation: (i) (ii)	



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03	Address of the other offices/branches With Telephone no. fax no. E – Mail address etc.	Address : Tel No. with STD code: Fax no. with STD Code: E-mail address : Contact Persons with designation: (i) (ii)	
04	Ownership pattern(i.e. proprietary concern/ Partnership firm / Pvt. Ltd. Co. / Public Ltd Co. etc.(with documentary evidence)		
05	Detailed profile of the organization, management, Manpower, specialization of staff, variety of services etc		
06	Certified copies of all applicable licenses with details of issuing authority.		
07	Professional Tax R C No		
08	Shops & Establishment Registration No.		
09	Income Tax PAN		
10	Service Tax no.		



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QUALIFYING CRITERIA			
Sl.	Qualifying Criteria	Response of Applicants	For use by ICAI
11	Services rendered and Minimum Turn-Around – Time for each service		
12.	License No. obtained under the Travel Agent Act 1986. (with documentary evidence)		
13	IATA Registration No / Membership No. with year of registration (with documentary evidence)		
14	Average Turnover/business Volume in crore per year during last three financial year i.e 2013-14, 2012-13 & 2011-12.	FY 2013-14 : FY 2012-13 : FY 2011-12 :	
15	Empanelled as Travel Agency with At least three (CPSEs) or State (PSEs) or autonomous body or Central Govt Deptts or StateGovt. Deptts. and three leading Private Sectors. (with documentary evidence)	CPSEs State PSEs Central Govt Deptts / autonomous body State Govt Deptts.	
16	Full fledged office and infrastructure at Kolkata/Delhi(optional) equipped with all modern facilities viz. telephone, fax, computer, e-mail address, internet etc.		
17	Whether allow at least 45 days credit payment (from the date of presentation of bill)		



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18	Foreign Exchange Unit / Division		
19	Affiliated or having standing relation with various Embassies/ High Commissions in India. Name the embassies with location		
20	Separate declaration as to the authenticity of the information/documents		

***Please attach additional sheet if required.**

Date _____

Place _____

Signature / Authorized Signatory

Note:

- 1) Self attested copies of certificates / documents in support of the information provided above are must and shall have to be annexed with the EOI.
- 2) The institute reserves the right to reject any incomplete application without showing any reason.
- 3) The Institute reserves the right not to empanel any party even on fulfilling the eligibility criteria or postpone or cancel the process of empanelment or terminate the empanelment of any party at any time for the Institute without assigning any reasons in this regard.