


Basic Details

Organisation Chain	Indian Nursing Council		
Tender Reference Number	F.No.2-29/2024-INC		
Tender ID	2024_INC_744589_2		
Tender Type	EOI	Form of contract	Rate Contract
Tender Category	Services	No. of Covers	1
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Demand Draft
	3	As Per Tender Document

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Indian Nursing Council requires Expression of Interest for Travel Related logistics/Event Management
		.xls	balance sheet

Tender Fee Details, [Total Fee in ₹ * - 10,000]

Tender Fee in ₹	10,000	Fee Payable To	Indian Nursing Council	Fee Payable At	Indian Nursing Council
Tender Fee Exemption Allowed	No				

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	EOI FOR TOUR AND TRAVEL LOGISTICS				
Work Description	TOUR AND TRAVEL RELATED LOGISTICS SERVICES				
Pre Qualification Details	ENCLOSED WITH EOI				
Tender Value in ₹	5,00,00,000	Product Category	Facility Management Services	Sub category	NA
Contract Type	Rate Contract	Bid Validity(Days)	90	Period Of Work(Days)	730
Location	THROUGHOUT INDIA	Pincode	110020	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	INC office , New Delhi-20

Critical Dates

Publish Date	19-Feb-2024 02:00 PM	Bid Opening Date	26-Mar-2024 03:00 PM
Document Download / Sale Start Date	19-Feb-2024 02:10 PM	Document Download / Sale End Date	26-Mar-2024 03:00 PM
Clarification Start Date	19-Feb-2024 02:10 PM	Clarification End Date	26-Feb-2024 03:00 PM
Bid Submission Start Date	13-Mar-2024 11:00 AM	Bid Submission End Date	26-Mar-2024 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
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	1	Tendernotice_1.pdf	Indian Nursing Council invites Expression of Interest/ Request for proposal from reputed firm dealing with Travel related logistics/Event Management	204.23	
Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Expression of Interest.pdf	Indian Nursing Council invites Expression of Interests from Reputed firms for Tour and travel related logistics services	377.18

Tender Inviting Authority

Name	Secretary Indian Nursing Council
Address	8TH FLOOR NBCC CENTRE OKHLA PHASE-I, NEW DELHI- 110020

Tender Creator Details

Created By	H Madhava Reddy
Designation	Senior Consultant IT
Created Date	16-Feb-2024 10:55 AM

Expression of Interest for Travel Related logistics/Event Management

Indian Nursing Council (INC) invites Expression of Interest/Request For Proposal (EQI/RFP) from reputed firm dealing with Travel related Logistic/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 arrangement 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 two years and extendable for one year at a time, where maximum renewal allowed three extentions :

1. The agency will be required to book accommodation and related logistics arrangement across India.
2. The agency's service 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 booking would be made on ad-hoc basis. The hotel requirement may range from Luxury Hotel and Budget hotel located in ay tier-I, tier-II, and tire-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 guest 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 hour 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:-

1. The minimum turnover of the company in regard to travel related logistics/event management should be Rs.5.00 Crore (Rupee Five Crores Only) per annum for last two years i.e. Financial year (2022-23) and provisional (2023-24). The turnover of travel related logistics/event management division should be reflected in balance sheet/billing details certified by the chartered accountant.
2. The company must have work experience of at least Ten years in Travel related Logistics/Event Management.
3. The company must have managed exclusive hotel booking and travel arrangements for at least Govt./PSU/autonomous bodies / companies/organization in the last five years preference shall be given to those event management companies who have managed tourism related events and have organized events for Government Sector.
4. No consortium/Joint Venture shall be considered.
5. The agencies securing the qualifying marks shall be selected for empanelment.
6. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
7. The INC reserves the right to accept or reject any application or its part without assigning any reasons thereof.
8. An agreement would be signed between the department and the empaneled firm's.
9. Other terms and conditions (enclosed) including EOI shall also be a part of this tender and binding upon the tender.
10. Changes/suggestions if any in the EOI will be notified on the website.
11. 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 8th Floor NBCC Centre, Okhla Ph-I, New Delhi – 110020.
12. 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
5. Previous work experience with Government Sector
6. 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 provide to the INC at the time or presentation

PRE-QUALIFICATION PROPOSAL OF EXPRESSION OF INTEREST

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

Following Documents in Hard and soft copy in pen drive are to be submitted in closed envelop as per prescribed terms of EOI at the address: The Secretary, Indian Nursing Council, 8th floor, NBCC Centre, Okhla Phase-I, New Delhi-20; soft copy can be mailed at: Secy.inc@gov.in

1. Profile of the Company/Firm/Association of Persons/LLP including history of work mile stone experience in “Travel Related Logistics/Event Management”
2. Association of Articles and Memorandum of Association of company
3. List of Shareholders and list Directors /Partners
4. Profiles of Directors
5. KYC of Directors
6. Certificate of Incorporation
7. Establishment Certificate of Firm/Company.
8. Organization Chart of the Company
9. PAN Card copy
10. GST Certificate
11. IATA Certification
12. Certifications of customers where services were rendered.
13. Net Worth Certificate of the Company/Firm as on date
14. Balance Sheet for Financial Year (2022-23) and Provisional (2023-24)
15. Last Two years ITR and respective Computations
16. Last two years e filing on MCA portal
17. Last two years GST-Annual Returns
18. Address & Telephone No of Branches/Network/Channel Partners of offices throughout India and Abroad,
19. Detail of Work force throughout India location wise.
20. List of present clients & sample of recently done works
21. Banker’s cheque Worth Rs.10000/- favoring “ Secretary, Indian Nursing Council” payable at Delhi

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)