



GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

(A Govt. of India Undertaking)

43/46, Garden Reach Road, Kolkata 700 024

Phone + 91 (033) 2469-8100 to 2469-8115 Fax No. + 91 (033) 2469-8150

Homepage : www.grse.nic.in

Expression of Interest for

Empanelment of Travel Agencies at GRSE Ltd

Reference No. : GRSE/Admin/A2/2012

Date of Issuance of EOI Document : 08 May 2012.

Last date of submission of EOI : 07 June 2012 before 1400 Hrs.

Opening date of EOI : 07 June 2012 at 1500 Hrs.

Validity of EOI : August 2012

Note : The bidders are requested to depute their representatives with authorisation letters to witness opening of the EOI at the schedule time and ate.

Issued to _____

Dy. General Manager (Admin)
Garden Reach Shipbuilders & Engineers Ltd.
43/46, Garden Reach Road,
Kolkata 700 024



Tel No. (033) 2469-8100 to 15

ax No, (033) 2469-8150

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1.0 INSTRUCTIONS TO APPLICANTS

- 1.1 Expressions of Interest (EOI) are invited by Dy. General Manager (Admin), Garden Reach Shipbuilders & Engineers Ltd. (GRSE) 43/46, Garden Reach Road, Kolkata 700 024 from Service Providers of repute for rendering Comprehensive Travel Services to GRSE for its Corporate Office at Kolkata.
- 1.2 Applicants are required to fill in and submit all the details asked for in the application format provided herewith. In case the space provided in the column of the format is not sufficient, the same may be provided in separate sheet duly indicating the same in the respective column of the format.
- 1.3 All information should be typed or handwritten legibly in English only.
- 1.4 All pages of the EOI document should bear the signature and seal of the authorized representative of the applicant.
- 1.5 Copies of credentials / documents are to be annexed with the EOI with self attestation by the Applicant with designation and official seal. The applicant will be required to produce the original as and when so required by GRSE.
- 1.6 The EOI is liable to rejection in the event of non adherence to the instructions given herein.
- 1.7 Applications will be rejected in the event of failure to meet the qualifying criteria. The applications are also liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.
- 1.8 Comprehensive Travel Services, include but not restricted to, arranging foreign travel, procuring domestic air / rail ticket and allied services. Preference will be given the applicants having licence / authorization / registration from competent authority or authorities for providing Foreign Currency upon compliance with relevant statutes.

1.9 The EOI, complete in all respects, should reach the office of the Dy. General Manager (Admin), Garden Reach Shipbuilders & Engineers Ltd. 43/46, Garden Reach Road, Kolkata 700 024 in a sealed cover superscribing "EOI for Empanelment of Travel Agencies - GRSE Ltd " before 1400 Hrs. on(28) May 12. The EOI should be dropped in the Tender Box kept in the Admin Deptt., Corporate Building. GRSE is not liable if the EOI is not dropped by the applicants at the prescribed Tender Box, as above.

2.0 **General**

2.1 The empanelment will be for a period of 2 (two) years from the date of communication confirming empanelment. The period of empanelment may be extended at the discretion of GRSE for a further period of maximum two years subject to satisfactory performance by the empanelled agency.

2.2 GRSE reserve the right to evaluate the credentials of the applicants and empanel the agencies found qualified and capable of meeting the requirement of GRSE.

2.3 Invitation of EOI does not bind GRSE to empanel the applicants or place order or send tender documents to the agencies responding against this notice.

2.4 GRSE also reserves the right to accept or reject any or all the applications and/or withdraw or cancel or suspend this notification without showing any reason.

2.5 GRSE's standard Arbitration clauses shall apply

Signature of Applicant
(with designation date and official seal)



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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)

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

03	Address of the Kolkata office with Telephone no. fax no. E-Mail no. 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.)		
05	Profile of the organization with manpower strength and specialization of staff.		
06	Trade Licence No. with details of issuing authority		
07	Professional Tax R C No		
08	Shops & Establishment Registration No.		
09	Income Tax PAN		
10	Service Tax no.		

15	Full fledged office and infrastructure at Kolkata equipped with all modern facilities viz. telephone, fax, computer, e-mail address, internet etc.		
16	Allow 45 days credit payment (from the date of presentation of bill)		
<u>OPTIONAL SERVICES – PREFERENCIAL</u>			
Sl.	Optional services	Information to be furnished by the Applicant	For use by GRSE
17	Foreign Exchange Unit / Division		
18	Affiliated or having standing relation with various Embassies / High commissions in India. Name the embassies with location		
19	Capable to provide Railway Tickets		

Note : Self attested copies of certificates / documents in support of the information provided above are to be annexed with the EOI.

Signature of Applicant
(with designation date and official seal)

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Empanelment of Travel Agencies at GRSE Ltd

EOI is invited for empanelment of Travel Agencies of repute for rendering Comprehensive Travel Services to GRSE for its Corporate Office at Kolkata. For details, please visit : www.grse.nic.in or www.tenders.gov.in or collect EOI Document from the office of the DGM(Admin) on any working day between 08.05.12 to 06.06.2012 from 10 AM to 04 PM. Last date of submission of EOI is on 07 June 2012 by 2pm.