



## **NATIONAL BOARD OF ACCREDITATION**

4th Floor, NBCC Place, East Tower, Pragati Vihar,  
Bhisham Pitamah Marg, New Delhi – 110003

Phone: 011-24360620-22, Tele Fax: 011-43084903,

Website: [www.nbaind.org](http://www.nbaind.org)

### **Expression of Interest**

#### **Empanelment of Service Provider(s) to provide single Window Transport (AIR, ROAD & RAIL) Boarding Lodging on PAN India Basis.**

The National Board of Accreditation (NBA), New Delhi intends to empanel service Provider(s), who are willing to provide single window transport (Air, Road, Train), lodging and boarding facilities for its visiting team/experts on PAN India Basis. The application in the prescribed format must reach the office of Member Secretary, NBA within 15 days of publication of this advertisement. For detailed proposal, please visit NBA's website: [www.nbaind.org/advertisement](http://www.nbaind.org/advertisement).

**Member Secretary**

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## **Expression of Interest**

### **Empanelment of Service provider(s), to provide single window transport (AIR, ROAD & RAIL), Boarding/Lodging on PAN- India basis.**

The National Board of Accreditation (NBA) conducts visits of the Experts/Expert Committees to the institutions desirous of seeking accreditation of their programs by NBA. The visit to the institutions is normally for a period of three days. The experts who visit these institutions are senior Academicians, Researchers, Industry Professionals, etc. In order to facilitate their visit, NBA has to arrange for their boarding & lodging, meals, refreshments, snacks etc. and also travel by air, road, or by rail, as the case may be. **NBA intends to empanel IATA registered Service Provider(s) with a minimum annual turnover of Rs. 2.00 Crores during the last 3 years ( 2015-16, 2016-17 and 2017-18)** who are willing to provide single window transport (Air, Road & Rail), lodging in a decent hotel accommodation and boarding and meals/snacks facilities for its visiting teams/experts giving due consideration to the seniority and stature of Experts/Officers.

The expected business would be Rs. 10-12 crores per annum.

Interested parties may **download** the Tender Form from the NBA website [www.nbaind.org](http://www.nbaind.org) and submit the tender along with a Demand Draft of Rs. 25,000/- (Rupees Twenty Five Thousand only) favouring “**National Board of Accreditation**” payable at New Delhi as Non-Refundable Tender Fee in separate sealed envelope super-scribing on it “**Tender for Transport, Boarding/Lodging on PAN India Basis**” so as to reach Member-Secretary, National Board of Accreditation, New Delhi on or before **11/02/2019** on the address given above.

NBA reserves the right to cancel/reject any/all the Tenders without assigning any reasons(s).

**(Member-Secretary)**

## **BRIEF OF THE SERVICES REQUIRED:-**

Whenever a visit or Meeting is finalized in NBA, Contact details of the invitees, date(s), time and venue of Meeting will be communicated to the Service Provider. The Service Provider will contact the invitees for their travel plan, including the travel from his/her residence and back. Comprehensive door to door service will be provided with high level of coordination end to end basis. The staff of Service Provider, contacting the experts/invitees shall be well qualified and decent in behaviour. The Agency should have dedicated staff for this purpose.

## **ELIGIBILITY CONDITIONS:-**

- The Service provider must be IATA approved and must have minimum annual turnover of Rs. 2 Crores.
- The Service Provider should have 24X7 support of booking/cancellation/rescheduling etc. as the case may be.
- The Service Provider shall be able to provide single window transport (Air, Road & Rail) and Hotel accommodation for NBA's Visiting Experts on Pan India basis, even on short notices.

## **TERMS & CONDITIONS:**

### **Car Rental Service:**

- Services only in A/C MUV and B Segments shall be provided.
- Vehicles provided should be commercially registered with the concerned authorities.
- Vehicles should be covered under valid insurance cover.
- Drivers should carry valid driving licenses and be of sound health, good character and antecedents. Driver should be well mannered with good behaviour.
- The Drivers should not collect any payment from the guests.
- The vehicles and the Drivers should go prepared for the said duty along with the necessary fuel, and payments for parking & Toll tickets etc. and should not collect any payment from the guests.
- Driver should carry mobile phone.
- Rates should be quoted as per the format enclosed.
- The arrangement about car booking, such as Driver name, Vehicles Number and reporting time should be sent by SMS to the guests.
- The services provider needs to meet/maintain time efficiency.

### **Airline / Rail / Bus Booking**

- Travel Agency must be IATA approved and as per request, Air/Rail tickets should be issued in the minimum refundable fare available at the time of booking by shortest route available.

### **Hotel Booking**

- Rates should be quoted on single occupancy basis.
- 5 Star / 3 Star or equivalent hotels to be provided.
- Hotels should have Conference Room facility.
- Rooms should have tea/coffee maker or alternate service to be provided
- Whenever requested, packed food to be provided.
- The rates quoted will remain same during the period of the contract or extension, if any.

All Quotes should carry inclusions/exclusions and terms and conditions for all categories of service.

## **TERMS & CONDITIONS:**

Application for empanelment in the enclosed format may be addressed to the **Member Secretary, National Board of Accreditation, 4<sup>th</sup> Floor, NBCC Place, East Tower, Pragati Vihar, Bhisham Pitamah Marg, New Delhi-110003 should be submitted on or before 11/02/2019.**

1. The application should be accompanied by a Pay Order/Demand Draft of Rs. **1,00,000/- (Rupees One Lakh only)** as security deposit for satisfactory services/performance which will be refundable on completion of agreement. The pay order/Demand Draft issued by a scheduled Bank should be in favour of "National Board of Accreditation". National Board of Accreditation shall not be liable to pay any interest on the security Deposit.
2. Application received after the stipulated date and time shall not be accepted. NBA shall not be responsible for any Postal delay.
3. Incomplete and conditional application shall be summarily rejected.
4. All the copies of documents attached must be attested by Authorized Signatory under the Company Seal, in case of corporate entity.
5. NBA reserves the right not to assign reasons for declining to consider any particular application or applications. NBA also reserves the right to accept or reject any application or all applications.
6. Copies of PAN Allotment and GST Registration Certificate along with GST No. will have to be attached with the application.
7. Copy of the Memorandum and Articles of Association/Partnership Deed/Certificate of Incorporation (In case of company) etc. attested by the applicant.
8. The successful applicant (s) will have to execute an agreement on non-judicial stamp paper worth Rs.100/- and the cost of the stamp duties for the execution of the agreement shall be borne by the Service Provider.
9. The duration of the empanelment shall be for a period of one year, extendable at the discretion of NBA, depending upon the quality of service provided, from the date of issue of the letter of empanelment.
10. The NBA reserves the right to terminate the panel/empanelment of any of the empanelled Service Providers/all the Service Providers empanelled at any time before the expiry of the empanelment period without assigning any reason by giving one month's notice.
11. The NBA can also terminate the empanelment of any Service Provider at any time for not fulfilling any of the terms and conditions including special conditions. The Service Provider shall not be entitled for any damage or compensation by reason of such termination.
12. The NBA, may or may not order for services to the empanelled service providers during the period of empanelment.
13. All disputes related to empanelment or operation of the panel shall be subject to the jurisdiction of courts at Delhi only.
14. Arbitration clause: In the event of any dispute or difference arising out of the agreement or otherwise shall be referred to sole arbitration of Chairman, National Board of Accreditation (NBA), New Delhi or his nominee, to act on his behalf and the decision of Chairman, National Board of Accreditation, or the person so authorized, shall subject to the provisions of the "Indian Arbitration and Conciliation Act 1996" and amendments made therein, be final, conclusive and binding upon the parties to this agreement.

15. Payment: Service Providers' shall submit the Bills in prescribed format to be devised by NBA. The duty slips (duly signed by the user) and original Parking/Toll would be submitted to NBA. Other claims such as food bill, meeting room bill, etc. should also be submitted in original and duly countersigned by the Guests. Payment or otherwise would be advised within 30 days after receipt of the Bills. In the absence of supporting vouchers/slips/tickets/receipts, the Service Provider shall lose the right of the claim of such amount, and no supplementary bills for such claims would be accepted.
16. The Service Provider shall be wholly responsible for timely payment of all taxes/Government dues as per law and would be liable for any damages direct or indirect to any person/property for any or all vehicles to third parties arising due to accidents or any other occurrence, strikes, rioting, civil commotion, arson, calamities etc.
17. The person authorized on behalf of applicant, Service Provider must affix seal and sign each and every page of the application, terms and conditions, and all documents submitted (in addition to verification/attestation, if required). An authorization letter from the competent authority (as provided in MoA & Article of Association etc. of the company, partnership deed of the firm) should be enclosed.

I/We accept all the above stated terms and conditions.

**Signature of Authorised Signatory**  
(With Seal)

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## APPLICATION FOR EMPANELMENT

Name of Service Provider : \_\_\_\_\_

Address : \_\_\_\_\_

Email : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Mobile No. \_\_\_\_\_ Telephone No \_\_\_\_\_ After Office Hours  
\_\_\_\_\_

Type of Establishment : Partnership/Pvt. Ltd/Public Ltd.

Date of Establishment :

Major Clients :

Name of Client	From	To	Business Volume (Rs.)

Have you ever worked for Govt. Organization, if yes please give Details:

Name of Client	From	To	Business Volume (Rs.)

Total Turn over (Yearly) :

No. of Employee (s) :

No. of Offices/Branches and their locations, if any :

Details of Security Deposit Attached :

Name of the authorised signatory\* :

Signature of the authorised signatory :

Seal

**Documents to be submitted alongwith application**

Application Form

Copy of PAN / Allotment letter.

PAN, TAN, TDS and GST Registration Certificate along with GST No.

Copy of the Memorandum and Articles of Association/Partnership Deed / Certificate of Incorporation (In case of company) etc.

All the documents as attached with application must be signed, along with seal by the Owner or the Authorized signatory of the agency.

Authorization Letter in favour of authorized signatory.

**PART-I****Please Quote Rates for Road Transport in Sealed Envelop**

<b>CATEGORY</b>	<b>CITY / TOWN</b>	<b>PLAN</b>	<b>INDIGO/DEZIRE</b>	<b>INNOVA/MUV</b>
<b>(A)</b>	<b>Ahmedabad, Kolkata, Mumbai, Pune</b>	Airport Transfer		
		8 Hrs./ 80Kms		
		4 Hrs/ 40 kms		
		Extra Kms		
		Extra Hours		
		Night Halt		
		Intercity		
		<b>PLAN</b>	<b>INDIGO/DEZIRE</b>	<b>INNOVA/MUV</b>
<b>(A-1)</b>	<b>Delhi (Municipal Limit)</b>	Airport Transfer		
		8 Hrs./ 80Kms		
		4 Hrs/ 40 kms		
		Extra Kms		
		Extra Hours		
		Night Halt		
		Intercity		
		<b>PLAN</b>	<b>INDIGO/DEZIRE</b>	<b>INNOVA/MUV</b>
<b>(B)</b>	<b>Bangalore, Hyderabad</b>	Airport Transfer		
		8 Hrs./ 80Kms		
		4 Hrs/ 40 kms		
		Extra Kms		
		Extra Hours		
		Night Halt		
		Intercity		
		<b>PLAN</b>	<b>INDIGO/DEZIRE</b>	<b>INNOVA/MUV</b>
<b>(C)</b>	<b>Agra, Aurangabad, Dhule, Jaipur, Nagpur, Sangali, Solapur, Vadodara</b>	Airport Transfer		
		8 Hrs./ 80Kms		
		4 Hrs/ 40 kms		
		Extra Kms		
		Extra Hours		
		Night Halt		
		Intercity		
		<b>PLAN</b>	<b>INDIGO/DEZIRE</b>	<b>INNOVA/MUV</b>
<b>(D)</b>	<b>Bhubaneshwar, Chennai, Coimbatore, Guwahati, Jamshedpur, Jodhpur, Kochi, Kolhapur, Ranchi, Ludhiana, Nanded, Nasik, Tirupati, Udaipur</b>	Airport Transfer		
		8 Hrs./ 80Kms		
		4 Hrs/ 40 kms		
		Extra Kms		
		Extra Hours		
		Night Halt		
		Intercity		



CATEGORY	CITY / TOWN	PLAN	INDIGO/DEZIRE	INNOVA/MUV
(E)	Belgaum, Bhopal, Hubli, Indore, Mangalore, Mysore, Madurai, Varanasi, Thiruvananthapuram and Others	Airport Transfer		
		8 Hrs./ 80Kms		
		4 Hrs/ 40 kms		
		Extra Kms		
		Extra Hours		
		Night Halt		
		Intercity		

(Please note that the charges for Toll Tax/Parking etc. will be reimbursed only on production of original receipts issued)

**Part-II : Hotel Accommodation (Pl. quote rates for single occupancy in a Hotel ( 5 / 3 star category)**

Hotel Tariff to be quoted inclusive of:-

1. Breakfast, Dinner or Lunch.  
Tea/Coffee maker (with adequate supplies of tea-bags, coffee, sugar, sugar-free sechets ) in each room or alternate arrangements.
- b. Check in Time 2:00 P.M. Check Out Time: 3:00 P.M.

**Category – wise Hotel Tariff**

A	B	C	D	E
Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
Agartala	Aurangabad	Agra	Chennai	Mumbai
Bhopal	Belgaum	Ahmedabad	Delhi	
Dhule	Bhubaneswar	Bangalore	Gandhi Nagar	
Jamshedpur	Darjeeling	Coimbatore	Gurgaon	
Sangli	Gangtok	Ghaziabad	Kolkata	
Tirupati	Goa	Hubli	Lucknow	
	Guwahati	Hyderabad		
	Indore	Jodhpur		
	Jaipur	Kochi		
	Kolhapur	Ludhiana		
	Nanded	Madurai		
	Puri	Mangalore		
	Ranchi	Mysore		
	Sholapur	Nagpur		
	Surat	Nasik		
	Thiruvananthapuram	Noida		
		Patna		
		Pune		
		Udaipur		
		Vadodara		
		Varanasi		
		Other cities		

- ✓ The rates are on per day basis.
- ✓ Rates are for base category Rooms.
- ✓ Breakfast and Dinner (MAPAI) Dinner upto Rs.500/- + taxes etc. Cancellation charges as per Hotel's Policy.
- ✓ Cities not mentioned above will fall under category 'C'.

**Please quote Rates for Domestic Air Tickets**

<b>Rates for Train/Bus Tickets</b>		
<b>Sl.No.</b>	<b>Item</b>	<b>Rates</b>
1	Face Value of the Ticket including taxes and other applicable cost charges by Bus Operator or Railways	
2	Service Charges, if any	
3	Cancellation Charges	

<b>Rates for Domestic Air Tickets</b>		
<b>Sl.No.</b>	<b>Item</b>	<b>Rates</b>
1	Face Value of the Ticket including taxes and other applicable cost charges by Airlines	
2	Service Charges, if any	
3	Cancellation Charges	

<b>Rates for International Air Tickets</b>		
<b>Sl.No.</b>	<b>Item</b>	<b>Rates</b>
1	Face Value of the Ticket including taxes and other applicable cost charges by Airlines	
2	Service Charges, if any	
3	Cancellation Charges	

