Expression of Interest
for
Selection of a General Sales Agent
for Chhattisgarh Tourism Board

CHHATTISGARH TOURISM BOARD

Paryatan Bhawan, Indira Gandhi Marg, Raipur – 492006
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Expression of Interest for Selection of General Sales Agent for Chhattisgarh Tourism Board

Expression of Interest documents issued to

M/s / Shri _____

_____

_____

Service Tax No.: _____

PAN No. : _____

Vide M.R. Book No. _____, **Receipt No.** _____, **Dated** ____ / ___ / **2015**

Managing Director
Chhattisgarh Tourism Board
Raipur, Chhattisgarh

DISCLAIMER

1. The information contained in the EOI Document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Chhattisgarh Tourism Board or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this EOI Document and such other terms and conditions subject to which such information is provided.

2. Though adequate care has been taken in the preparation of this EOI Document, the Bidder should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the Managing Director, Chhattisgarh Tourism Board immediately before the proposal due date. If no intimation is received by the Chhattisgarh Tourism Board within the date, it shall be deemed that the proposal is satisfied that the EOI Document is complete in all respects.

3. The EOI Document is not an agreement and is neither an offer nor invitation by the Chhattisgarh Tourism Board to the prospective Bidders or any other person. The purpose of the EOI Document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this EOI Document. The EOI Document may not be appropriate for all persons, and it is not possible for Chhattisgarh Tourism Board, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the EOI Document. The assumptions, assessments, statements and information contained in the EOI Document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the EOI Document and obtain independent advice from appropriate sources.

4. Information provided in the EOI Document to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Chhattisgarh Tourism Board accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

5. Chhattisgarh Tourism Board, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the EOI Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI Document and any assessment, assumption, statement or information contained therein or deemed to form part of the EOI Document or arising in any way in this Selection Process.

6. Chhattisgarh Tourism Board also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in the EOI Document.

7. Chhattisgarh Tourism Board may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the EOI Document.

8. The issue of this EOI Document does not imply that Chhattisgarh Tourism Board is bound to select a Successful Bidder for the project and Chhattisgarh Tourism Board reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

9. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Chhattisgarh Tourism Board or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and Chhattisgarh Tourism Board shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

PREAMBLE

1. General:-

Chhattisgarh Tourism Board (CTB), is a Nodal Agency of the Government of Chhattisgarh, formed with the objectives to promote tourism as a means of economic growth, to generate employment, to identify and develop tourism areas and tourist circuits to provide facilities, amenities to the incoming tourists, to encourage private sector participation under the Tourism Incentive Scheme – 2006, to set up adventure-tourism facilities, like trekking, water sports, aero sports, angling and camping etc. Conservation and preservation of heritage, natural environment etc, development and promotion of tourist products, packages, to conduct seminars, travel fairs, to promote tour and travel agencies, to develop the requisite skills to serve the tourism industry etc are some major objectives which have been given immense importance.

(i) Tourism has emerged as the largest industry during the last decade in India and is projected to grow faster in the coming years. Chhattisgarh state has immense tourism potential looking to its vast cultural and religious heritage, lush green, dense forests, scenic beauty, tremendous art and culture varied natural attractions. Besides above, Chhattisgarh, being home to many different tribes, plants wildlife, minerals, species etc is the need of the hour to be explored fully for over all development of tourism in the state.

(ii) Chhattisgarh Tourism Board (CTB), a nodal agency of the Government of Chhattisgarh, invites Expression of Interest (EOI) for empanelment of suitable Tour Operator and Travel Agency through an open competitive bidding process in accordance with the procedures set out herein.

(iii) The schedule for important events for the EOI:

Description	Date
1. Date of Release of Tender	01/05/2015
2. Last date for receiving queries / clarifications (if any)	28/05/2015 upto 1600 Hrs.
3. Proposal Due Date (PDD) (i.e. lastdate of receiving EOI)	01/06/2015 upto 1500 Hrs.
4. Issue of Letter of Empanelment	Shall be intimated later
5. Signing of Agreement	Shall be intimated later

2. Unique Selling Points (USP) of Chhattisgarh :-

Chhattisgarh is bestowed with many unexplored destinations located in serene environment. The locals have a simplistic way of living with the charm, which is de-stressing from the rigors of urban lifestyle. This makes it an ideal destination for tourist seeking to get away from super fast pace of life. Some of our major offerings are as below:-

(i) Unique Forests and wildlife:- Achanakmar Bio-sphere Reserve, Barnawapara, Kanger Valley National Park are home to a varied variety of flora and fauna, where sighting of leopard, Bison, Bear about 100+ species of birds, Wild Boar, Wild Dogs.

(ii) Amazing geological features :- The waterfalls of Chitrakote, Teerathgarh, Jatmai, Ghatarani, the Stalactites and Stalligmites in the caves of Kutumsar, the Hot Water Geysers of Tatapani etc.

iii) Religious destinations:-

a) Jain Destination - Nagpura Jain Teerth (Durg), Jain Temple Kaiwalya dham (Kumhari).

b) Shakti Peeth - Bambleshwari Devi (Dongargarh), Mahamaya Devi (Ratanpur), Danteshwari Devi, Chandrahasini Devi.

c) Others - Champaran (Birth Place of Vallabhacharya), Rajeev Locahan Damakheda, Giraudhpuri, Sheorinarayan, Sirpur made famous by the visit of His Holiness the Dalai Lama, Bhoramdeo- the Khajuraho of Chhattisgarh, Luthra Sharif Dargah, Kunkuri Church.

iv) Tribal culture & Art:- The World Famous Bell Metal, Exotic Woodwork, Amazing Terracotta, Rare Silk of Kosa, Cawrie.

v) Adventure tourism:- Watersking, Water scooter, Banana Boat, Speed Boat, Kayaking, Wind Surfing at Gangrel Dam on Mahanadi, Camping and Caravan Tourism at Mainpat.

vi) Buddhist Monuments/Archeological/Historical sites:- The excavations of Sirpur, Pachrahi, remains of Tala, Malhar, the temples of Bhoramdeo and cave paintings of Singhanpur, Gotitola etc.

vii) Traditional Dance forms :- The Sua Dance, Panthi Dance, Bison Horn Maria Dance, Gedi Dance etc.

viii) Heritage Tourism :- Royal Palaces of Kawardha, Kanker.

ix) Kumbh Mela:- The Annual Kumbh held at the Confluence of three Important Rivers (Pairi, Sondur, Mahanadi) of Chhattisgarh.

x) Narrow Gauge train from Raipur to Rajim and Dhamtari.

3. Invitation of Applications and Direction:-

i) Chhattisgarh Tourism Board invites EOI's from existing tour operators and travel agencies for selection as General Sales Agents on non-exclusive basis, for the promotion tourism in Chhattisgarh and selling of its tour packages and accommodations in its properties, in the following States/cities

a) Important Cities of Andhra Pradesh	b) Important Cities of Assam
c) Important Cities of Jammu and Kashmir	d) Important Cities of Maharashtra
e) Important Cities of Uttar Pradesh	f) Goa State
g) Shirdi	h) Vaishno Devi
i) Tirupati	j) Guwahati
k) Varanasi	l) Panaji

ii) The sealed EOI in prescribed format should be submitted so as to reach the office by 3.00 pm of proposal due date. Chhattisgarh Tourism Board will not be responsible for any delay, loss or non-receipt of the same. ALL PROPOSALS MUST BE DELIVERED BY POST OR BY RECOGNIZED COURIER AGENCIES. **NO HAND DELIVERY WILL BE ACCEPTED.**

iii) The Earnest Money as specified in this EOI shall have to be deposited for each EOI submitted.

iv) All payments to the Bidder shall be made in INR in accordance with the provisions of this EOI.

4. Objectives, Responsibilty and Deliverables:-

(A) Objectives of the EOI : -

1. To empanel GSA on non-exclusive basis for the sale of packages of Chhattisgarh Tourism covering the various tourist destinations among domestic and foreign tourists.
2. The empanelled agents will be authorized by Chhattisgarh Tourism Board to reserve and book the accommodation in its hotels, motels and resorts in accordance with the rules and instructions issued by CTB from time to time for reservation and booking of accommodation.

(B) Responsibility and Deliverables:

i) All the necessary documents and other information about the booking and tourist (Name, Address, ID Proof, etc. Must be furnished by Marketing agent & forwarded to concerning officers at Chhattisgarh Tourism Board office/TIC's and Head Office of Chhattisgarh Tourism Board Raipur (C.G.)

ii) The GSA shall issue cash/cheque receipt for every booking in triplicate. Original copy shall be given to the customer, duplicate shall be forwarded to the CTB on monthly basis and the Agent for his record shall retain triplicate. A report of such transaction along with the document will be supplied to Chhattisgarh Tourism Board every 15 days.

iii) For development of business in the base city the Agent may make advertisement, establish personal contact and distribute promotional material to potential customers, tour operator, travel agents at his own expenses.

iv) The GSA will be required to participate in familiarization trips organised by Chhattisgarh Tourism Board. The expense for this will be borne by CTB.

v) The GSA will also have to participate in meetings organized by CTB. The meeting may be held over Video Conference or there may be physical meetings. The expense (travel and stay) for the participation in these meetings will be borne by CTB.

vi) The GSA will be required to send as many tourists as possible to Chhattisgarh.

vii) It will be the responsibility of the GSA to generate awareness about Chhattisgarh and do all such activitites necessary to achieve it at his own cost, for which he shall be given all the CTB publicity material free of cost.

5. Minimum Eligibility Criteria

(i) Any proprietorship, partnership firm, private or public limited company, having following experience and eligibility can submit EOI –

a. The Travel Agency or Tour Operating proprietorship/partnership firm or the company, as the case may be, and should have either trade and business license from local body or have registration with Registrar of Companies for the last 3 years (i.e 2011-2012, 2012-2013, 2013-2014) with office in any of the **following States/cities**:-

a) Important Cities of Andhra Pradesh	b) Important Cities of Assam
c) Important Cities of Jammu and Kashmir	d) Important Cities of Maharashtra
e) Important Cities of Uttar Pradesh	f) Goa State
g) Shirdi	h) Vaishno Devi
i) Tirupati	j) Guwahati
k) Varanasi	l) Panaji

b. In case of EOI by a company, its Board resolution, authorizing the applicant to sign on behalf of the company should be attached.

c. In case of a EOI by a partnership firm all the partners are required to sign the EOI document and its enclosures. In case the documents mentioned above are not signed by all the partners but signed by only one partner, necessary authorization letter from all the other partners must be enclosed.

d. The applicant should show evidence of handling the number tourists in last 3 year.

e. The applicant must have a Permanent Account Number and Service tax number with the Department of Income tax/ Service tax.

f. The proprietorship/partnership/private or public limited company or firm must be a member of any one of the following associations:-

i) Travel Agents Association of India- TAAI

ii) Indian Association of Travel Operators- IATO

iii) Federation of Associations of Indian Tourism and Hospitality- FAITH

iv) Travel Agents Federation of India- TAFI

v) Adventure Tour Operators Association of India - ADTOI

g. The applicant should have a minimum turnover of Rs 50.00 Lakhs from Travel Trade business in the Financial Year (i.e2011-2012, 2012-2013, 2013-2014).

6. <u>Procurement of EOI Document:-</u>

The EOI Document can be purchased from the office of Chhattisgarh Tourism Board, Paryatan Bhawan, Indira Gandhi Marg, Telibhandha, Raipur-492006 (C.G.), on the payment of Rs. 2,000/- (Rupees Two thousand only) in the form of cash or DD of any nationalized/scheduled bank in favour of **"Managing Director, Chhattisgarh Tourism Board",** payable at Raipur**.** The EOI document can also be downloaded from the website **www.tourism.cg.gov.in**, from the EOI and Tender section however while submitting the proposal it should be accompanied with a demand draft of Rs. 2,000/-.(Rupees Two thousand only). The proposal without the cost of the document will not be considered for evaluation.

7. <u>Bid Security:</u>

(a) The submitted EOI should necessarily be accompanied by a Bid Security amount of Rs. 5,000 (Rupees Five Thousand only) in the form of a Demand Draft/Bankers cheque by the bidder, in favor of **"Managing Director, Chhattisgarh Tourism Board, Raipur"**, issued by any nationalized/ scheduled bank payable at Raipur.

(b) If the proposal is not accepted the amount of Bid Security shall be refunded but no interest on it shall be paid. Bid Security of the unsuccessful Bidders shall be returned within a period of 2 months from the date of finalization of bid.

(c) Bid Security shall be forfeited in the following cases:

(i) if any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect; and

(ii) if the successful Bidder fails to sign the contract within the stipulated time or any extension thereof granted by Chhattisgarh Tourism Board.

8. Validity of proposal:-

Proposal shall remain valid for 180 days from the last date of receipt of proposal and in the event of the Bidder withdrawing the proposal in the validity period i.e. before the expiry of 180 days, for any reason whatsoever; Bid Security deposited with the proposal shall be forfeited and appropriated by Chhattisgarh Tourism Board. The validity of the proposal may further be extended on mutual consent.

9. Tenure of General Sales Agent:-

The selection/empanelment will be for a period of 2 years on non-exclusive basis, extendable for another 2 years upon satisfactory performance.

The decision of CTB in this regard will be final and binding.

10. Evaluation:-

Chhattisgarh Tourism Board will select the agency/firm from those which submit proposals based on the following criteria :

(i) The bid proposal shall be evaluated for responsiveness and objective of the work. A bid shall be deemed "nonresponsive" and shall be liable for rejection if it does not satisfy any of the following conditions:

a. It is not received by the due date and time.
b. It does not include sufficient information/ details for it to be evaluated and/or is not in the formats specified in this EOI Document.
c. It is not signed and/or sealed in the manner prescribed in this EOI Document.
d. It is not in adherence to prescribed norms.

(ii) The proposals shall be evaluated based on the details and information furnished by the Bidder. Chhattisgarh Tourism Board's decision regarding a Bidder's eligibility or otherwise shall be final and binding. Chhattisgarh Tourism Board shall be under no obligation to inform any Bidder of the grounds of such decision.

(iii) Supplementary information or documentation regarding the criteria may be sought from the Bidder at any time and the same shall be provided by the Bidder within the time frame stipulated by Chhattisgarh Tourism Board. A Bidder may be disqualified if Chhattisgarh Tourism Board determines it, at any stage of the EOI process that the Bidder fails to continue to satisfy the Eligibility Criteria and Technical Criteria.

11. Preparation of the proposal:-

(i) The applicant is required to provide all the information/document as prescribed in the EOI formats appended to this document. Chhattisgarh Tourism Board shall consider only those proposals that are received within the time and in the prescribed format and are complete in all respects. The proposal shall comprise the following:

(a) **Envelope A -** It should contain the Demand Draft/ Banker's Cheque for full value of the **Bid Security** of Rs. 5,000 (Rupees Five thousand only) in favour of the "**Managing Director, Chhattisgarh Tourism Board"** payable at Raipur. This envelope should also contain a copy of Money Receipt issued by Chhattisgarh Tourism Board against the purchase of tender document

issued or a DD of Rs 2,000.00, if the tender document was downloaded from the internet. The envelope should contain the prescribed form set out in **Appendix-I** duly signed in each page by a person having power of attorney or having been duly authorized to sign by the concerned company or firm etc along with signed documents proving the fulfillment of the minimum eligibility criteria.

a) Certified copy of Registration Certificate of Establishment.
b) Certified copy of Income tax and Service Tax Numbers Copies.
c)Certified copy of Registration Certificate with any of the associations TAAI/IATO/TAFI/FAITH/ ADTOI.
d) Income and Service Tax Returns for the last three/two years respectively.
e) Copies to show Experience in Relevant Field
f) Residential Address proof of Director/Proprietor
h) Number of Tourists (Domestic/ Foreign) handled in last three years.

(ii) Chhattisgarh Tourism Board shall have the right to reject a proposal that does not contain any of the documents, mentioned in this EOI or in the event it is found that any of the form is not in the format prescribed in this EOI. CTB will select only those proposals, which in its opinion meet its requirement. All other proposals will be summarily rejected.

12. <u>Sealing and Marking of proposal:-</u>

(i) The completed form shall be typed or written in indelible ink and each page shall be initialed by the authorized signatory. All the alterations, omissions, additions, or any other amendments made to the EOI form shall also be initialed by the person(s) signing the EOI.

(ii) The applicant shall seal the envelope A with the form and the documents, duly marking them as "**Envelope A**". with the markings as given below.

(iii) The envelopes, both outer and inner, must be super-scribed with the following information:

1. Proposal for General Sales Agency
2. Name and Address of Bidder
3. EOI Due Date
4 Contact person and phone Numbers

(iv) **The envelopes along with the Documents inserted shall be addressed to:**

Managing Director
Chhattisgarh Tourism Board
Paryatan Bhawan, Indira Gandhi Marg,
Telibandha,
<u>RAIPUR</u>- 492006 (CHHATTISGARH)

Phone: (0771) – 4224600/11 or 1800-102-6415
Fax: (0771) – 4066425
E-mail: - visitcg@gmail.com

13. <u>Opening of Proposals:-</u>

(i) The Tender evaluation committee will open the submitted proposals. The committee shall have right of rejecting all or any of the proposals.

(ii) The contents of Envelop shall be subsequently evaluated by Chhattisgarh Tourism Board for fulfillment

of the minimum eligibility criteria. Chhattisgarh Tourism Board, at its absolute discretion but without any obligation to do so, may seek clarification or ask for additional documents or invite for presentation during the process of evaluation. A list of Bidders found qualified shall be prepared by Chhattisgarh Tourism Board.

(iii) Chhattisgarh Tourism Board reserves the right to reject any or all proposals without assigning any reasons what so ever. Chhattisgarh Tourism Board may, in its absolute discretion, but without being under any obligation to do so, update, amend, modify or supplement the information in this document by uploading in its website http://cgtourism.choice.cg.gov.in under the Tender and EOI section and which the same will not be published in newspaper/s.

14. Payment to General Sales Agent:-

i) Payments/Commission to the selected bidder shall be made based on the following criteria:-

S. No.	Description	Payment as Percentage of Total business
1	Business generated upto Rs 3.00 Lakhs in a Financial Year	10%
2	Business generated between Rs 3.00 to 5.00 Lakhs in a Financial Year	13%
3	Business generated Rs 5.00 Lakhs and above in a Financial Year	15%

ii) Deduction of taxes shall be made at every stage of payment as applicable;

iii) The payment is inclusive of all expenses except those expressedly allowed to be re-imbursed by CTB.

iv) The payment of commission will be done as per the slab till the upper ceiling is reached after which it will be done on the subsequent slabs in the Financial Year.

15. Services and Facilities to be provided by Chhattisgarh Tourism Board :

i) Guidance in identifying and selecting destinations for tourists.

ii) Arrangement of Vehicle and other provisions as per the package tour.

iii) The Chhattisgarh Tourism Board will provided marketing material and other promotional goods as per the request of the agency and available resources with CTB.

iv) The agent will be authorised to use the logo of CTB in its publicity materials for the duration of the empanelment. The usage of logo must be accompanied with the following term:- "GSA of CTB for 2015-16".

v) The agent will be required to participate in FAM trips organised by Chhattisgarh Tourism Board to familiarize them with the destinations of Chhattisgarh (expenses to be borne by CTB).

vi) The agents will also have to participate in meetings organized by CTB. The meeting may be held over Video Conference or they may be physical meetings. The expenses for travel and stay for participating in these meetings will be borne by CTB.

16. Termination :

a) Chhattisgarh Tourism Board reserves the right to terminate the agreement with any GSA before the expiry of his tenure, with a 2 weeks notice. The GSA shall cease to use CTB Logo on its signboards, websites, visiting cards or any other publicity materials from the date of such termination.

b) From the date of Termination the GSA must cease to do any such act, which makes the public believe that the GSA is authorized by CTB, and shall therefore cease the use CTB Logo on its signboards, websites, visiting cards or any other publicity materials failure of which will attract legal action/ loss evaluation from CTB.

17. Non Performance of GSA:-

Chhattisgarh Tourism Board reserves the right to continuously evaluate the performance of the GSA's and may terminate such GSA which it in its opinion are not performing satisfactorily. The termination will be done with a 2 weeks notice, subsequent to which the GSA shall cease the use CTB Logo on its signboard, website, visiting card or any other publicity materials failure of which will attract legal action/ loss evaluation from CTB.

18. Miscellaneous

(i) The Courts at Raipur shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

(ii) All forms of canvassing, misrepresentation, or voluntary withholding or omission of facts for the above work will render the applicant ineligible for the bidding processes & Chhattisgarh Tourism Board reserves the right to take action as per law.

(iii) Chhattisgarh Tourism Board, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

(a) Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;

(b) Consult with any Bidder in order to receive clarification or further information;

(c) Retain any information and/or evidence submitted to Chhattisgarh Tourism Board by, on behalf of and/or in relation to any Bidder; and/or

(d) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

(iv) It shall be deemed that by submitting the Proposal, the Bidder agrees and releases Chhattisgarh Tourism Board, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

(v) The Marketing Agents will be at liberty to reserve and book the accommodation of other hotels and also do other business and the CTB will also be free to appoint more Marketing Agents in base cities or State.

(vi) Any disputes arising from this EOI will be subject to the jurisdiction of courts at Raipur.

CHHATTISGARH TOURISM BOARD
Paryatan Bhawan, Indira Gandhi Marg, Raipur - 492006
Tel : +91 771 4224600, Fax : +91 771 4066425, Email : visitcg@gmail.com, Web: http://tourism.cg.gov.in

Appendix-I

APPLICATION FOR EMPANELMENT OF GSA WITH CTB

Please stick the recent photograph of the Proprietor/ Partner/Director of the Firm

Name of city for which Applied: _____ State: _____

1	Name of the Agency:		
2	Registration with Organization (Copy of Certificate to be enclosed)	☐ TAAI, ☐ FAITH, ☐ IATO, ☐ TAFI, ☐ ADTOI. (tick appropriate box)	
3	Registration Number		
4	Name of Contact Person		
	Designation:		
	Phone Numbers:	Mobile:	Land Line:+ 91-
	E-mail ID's:		
5	Registered Address of the Agency:		
		City :	Pin Code:
6	Phone number of the Agency		
7	Fax number of the Agency:		
8	E-mail of the Agency:		
9	Website of the Agency:		
10	Residential Address of Director/Proprietor (Copy of Address Proof in form of Voter ID/Driving Licence/ PAN Card/ Electricity Bill/Water bill/Phone Bill to be enclosed		

11	Permanent Account Number as given by Income Tax Department	
12	Turn over for Last Three Years (Enclosed IT returns for the same)	(FY 2011-12)
		(FY 2012-13)
		(FY 2013-14)
13	Service Tax Registration Number	
14	Service Tax Return (Last 2 years) (Enclose the copy of the Returns Filed)	
15	Experience in Relevant Field (Affix Details with Documentary Proof)	
16	No of domestic tourists handled for destinations within india (last 3 years figures year wise)	FY 2011-12
		FY 2012-13
		FY 2013-14
	No of foreign tourists handled for destinations within india (last 3 years figures year wise)	FY 2011-12
		FY 2012-13
		FY 2013-14

Date:

Signature of Authorized Person
Name :
Designation :