



**AAVANTIKA GAS LIMITED**  
(A JOINT VENTURE COMPANY OF GAIL & HPCL)

CITY GAS DISTRIBUTION PROJECT IN INDORE,  
UJJAIN, PITHAMPUR & GWALIOR

REQUEST FOR QUOTATION

HIRING OF TRAVEL AGENT FOR PROVIDING TRAVEL RELATED  
SERVICES TO AGL

RFQ No.: AGL/54/HR/TRAVEL AGENT/2024

**DOMESTIC COMPETITIVE BIDDING**

ISSUE DATE: 31.05.2024

Date & Time for Quotation submission duration of Price Bid at AGL HO:

**Important Dates**

Last Date & Time of Submission of RFQ	07/06/2024 up to 16.00 Hrs
Date & Time of Opening of Quotation	07/06/2024 up to 16.30 Hrs

**RFQ (Pages 1 to 3) along with Annexure-1 (SOR):**

Prepared By :

Reviewed By :

Verified By :

Aavantika Gas Limited (AGL) is a Joint venture of GAIL (INDIA) Ltd. & HPCL for implementation of City Gas Distribution (CGD) projects in Indore, Ujjain, Pithampur & Gwalior cities of Madhya Pradesh. Natural Gas is distributed in the form of PNG (Piped Natural Gas) and CNG (Compressed Natural Gas) for domestic, commercial, industrial and automotive sectors.

Price Quotation is sought for Hiring of Travel Agent for Providing Travel Related Services to AGL

**1. SCOPE OF WORK: -**

- A) Providing of 24x7 services pertaining to booking of Domestic Air tickets, Train tickets and Bus tickets for AGL staff and functionaries.
- B) Amendment/Cancellation (as per requirement) of domestic Air tickets, Train tickets and Bus tickets for AGL staff and functionaries. In case of cancellation, suitable alternate arrangement shall be suggested.
- C) Making of itinerary of travel of the user which is the most cost effective as well the best suitable to the user.
- D) Coordination with Airlines/Railways/Roadways to provide confirmed ticket as much as possible.
- E) Ticket Booking or cancellation shall be executed only through email request from AGLs authorized person within stipulated time.

**2. EVALUATION AND COMPARISON OF BIDS:**

- Evaluation shall be done for total scope of work on overall lowest basis (including GST) at least cost to the owner.
- In case there are two or more L-1 bidders then work will be awarded to bidder whose turnover is higher in last FY (22-23).
- The complete job shall be awarded to L1 bidder.

**3. SUBMISSION OF RFQ:**

**PLEASE SUBMIT YOUR MOST COMPETITIVE QUOTATION IN SEALED ENVELOPE COMPLETE WITH ABOVE DETAILS IN SCHEDULES OF RATES(SOR) ATTACHED AS ANNEXURE-1 LATEST BY 07/06/2024 UPTO 16:00 HRS.**

**Quotation Opening Time: 07/06/2024 at 16:30 HRS.**

Quotation shall be submitted as under:

- i. This should contain the Original copy of SOR (Annexure-1) with QUOTED prices.
- ii. Bidder should not modify the format.

All the above are to be enclosed in a Sealed Master Envelope super scripted as – “QUOTATION – NOT TO BE OPENED” Name of the Work and Due Date and shall be submitted to –

Contracts and Procurement Department  
Aavantika Gas Limited  
202 – B, 2nd Floor, NRK Business Park,  
Vijay Nagar Square, A.B. Road,  
Indore (M.P), Pin – 452010  
Contact No. 0731-4222520

**4. CONTRACT PERIOD:-**

The Contract period shall be for One (1) Year from the date of Award.

The contract can be further extended by One (01) year by mutual consent at the same rates, terms & conditions.

5. **PAYMENT TERMS:**

- Payment will be made within 15 days after submission of complete invoice(s) in all respect.
- Payment will be made by way of normal banking channels

6. **APPLICABILITY OF LAW & JURISDICTION:**

The RFQ shall be governed and interpreted in accordance with the applicable laws of India and Courts at Indore (Madhya Pradesh) shall be exclusive Jurisdiction.

7. **OTHER TERMS & CONDITIONS:**

- a. Quotation received after the due date and time, are liable to be rejected. Quotations through Telex / Fax / Photocopied are not acceptable.
- b. AGL reserves the right to accept or reject any or all Quotations received at its absolute Discretion without assigning any reason whatsoever.
- c. Bidders must abide to follow all statutory norms and regulations and comply with all as applicable.
- d. Validity of Submitted Bid/Offer should be 60 days from the due date of submission.

**Please submit your most competitive Quotation in Sealed Envelope complete with above details in Schedule of Rates (SOR) attached as Annexure-1 latest by 07/06/2024 upto 16:00 Hrs.**