

Civil Aviation Authority of Nepal

Human Resource Development Department

Babarmahal, Kathmandú.

Bid Notice No. HRD 01/073/74

INVITATION FOR BIDS

For International Air Ticketing Service

(First Date of Publication: 30th April 2017 (17th Baisakh 2074)

1. Civil Aviation Authority of Nepal, Human Resource Development Department invites wax sealed bids from Government registered Nepalese Travel Agencies holding valid membership of IATA and NATA including General Sales Agents of the international airlines to submit Bid proposals in respect of International Air Ticketing Services.
2. A complete set of Bid Documents in English may be purchased during office hours on all working days by any interested eligible Bidders from CAAN/Human Resource Development Department upon submission of a written application along with the receipt of bank voucher for the cash deposit of non-refundable NRs. 3000 (Three thousand) + VAT at NMB Bank, Babarmahal, Kathmandu on **CAAN Revenue Account Number 00100600126115000004**. The Bid document shall be available for the sale up to one day before the last date of Bid submission.
Bidders who chooses to submit their bid electronically may either purchase the hard copy of bidding document or may download the bidding documents for e-submission from PPMO's Website www.bolpatra.gov.np Bidders, submitting their bid electronically, should deposit the cost of bidding document as specified above in the CAAN's bank account and the scanned copy (pdf format) of the Bank deposit voucher shall be uploaded by the bidder at the time of electronic submission of the bids.
3. Bidders must produce copies of the certificates (renewed and valid up to date) of Firm Registration, tax clearance certificate of FY 2072/073, IATA and NATA membership, VAT / PAN registration and authorization at the time of purchase of the Bid Documents. The bidder shall have to present the copies of the letter of authorization awarded by respective Airlines to sell their air tickets. All the certificates shall be notarized by Notary Office.
4. Bidder shall have minimum of 5 (five) years of experience in International Air Ticketing Service.
5. Bidder shall have minimum of Rs. 3,00,00,000.00 (Rs. Three Crore) financial turnover per annum in the last three fiscal years.
6. All Bids accompanied by a Bid bond as specified below must be delivered in accordance with the Instructions to Bidders by or before 12.00 hours local time by or before the dates and address given below. The Technical Proposals of the Bids shall be opened physically and electronically on 31st May 2017(17th Jestha 2074) at 14:00 hours local time on the same last date of the Bid submission, in the presence (or without presence) of the authorized representatives of the Bidders who choose to be present. If the specified dates of the Bid submission and opening fall on a public holiday, Bid submission and opening shall be done on the next working day at the stipulated time.

Last Date of Purchase of Bid Document	Last Date of Bid Submission	Date of Opening of Technical Proposal	Date of Pre-bid Meeting
30th May 2017 (16th Jestha 2074)	31st May 2017 (17th Jestha 2074) till 12:00 hrs	31st May 2017 (17th Jestha 2074) at 14:00 hrs	19th May 2017 (05th Jestha 2074) at 14:00 hrs

7. Bid must be accompanied by **Bid Bond of Rs. 5,00,000.00 (Rupees Five Lacs only)** in the form of a bank guarantee of the A class commercial Nepalese Bank or Bank Voucher of cash deposited at **Nepal Rastra Bank, Thapathali, Account No. 1206110001003524** of Civil Aviation Authority of Nepal. Bid must be valid for a period of 90 days from the day of bid opening and must be accompanied by a bid security or scanned copy of the bid security in pdf format in case of e-bid amounting to above quoted amount, which shall be valid for 30 days beyond the validity of the bid. Successful Bidder shall be required to furnish a Performance Bond of Rs. 10,00,000.00 (Ten Lacs only) before signing of Contract.
8. Partial Bid offer shall not be entertained.

9. Late bids shall be rejected. Bids must be sealed in an envelope and marked with the invitation for bid (IFB) number and titled "**Bid Proposal for International Air Ticketing Service**" .
10. CAAN shall not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or submission of Bids.
11. The contract period for International Air Ticketing Service shall be for one year.
12. CAAN reserves the right to accept or reject any Bid, partly or wholly, or cancel the Bids altogether, without assigning any reason whatsoever.
13. Interested eligible Bidders may obtain further information from the office given below.
14. This contract document has been published in accordance with the Public Procurement Act 2063 and Public Procurement Regulation 2064 (Amended) of the Government of Nepal.
15. Bid must be addressed to: **Civil Aviation Authority of Nepal, Human Resource Development Department, Babarmahal, Kathmandu**, Nepal. Phone No. ex.4262326, 4262416, 2262518, 4262923 Ext.327,338 Fax: 4262516 HRDD Tel: 4218513