

Civil Aviation Authority of Nepal

Human Resource Development Department

Babarmahal, Kathmandú.

Bid Notice No. HRD 01/072/73

INVITATION FOR BIDS For International Air Ticketing Service

(First Date of Publication: 2072 Magh 09 (23rd January 2016)

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 00100000931F**. 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.gepson.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 2071/072, IATA and NATA membership, VAT registration / 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 NRs. 3,22,50,000 (Rs. Three Crore Twenty two Lacs Fifty Thousand) 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 at or before 12.00 hours local time on or before the dates and address given below. The Technical Proposals of the Bids shall be opened physically and electronically on 10th of Fagun 2072 (22nd February 2016) 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.

Last Date of Purchase of Bid Document	Last Date of Bid Submission	Date of Opening of Technical Proposal	Date of Pre-bid Meeting
2072 Fagun 09 (21 st February 2016) during office hours.	2072 Fagun 10 (22 nd February 2016) till 12:00 noon.	2072 Fagun 10 (22 nd February 2016) at 14:00 hrs.	2072 Magh 27 (10 th February 2016) at 14:00 hrs.

7. Bid must be accompanied by Bid Bond of NRs. 5,50,000 (Rupees Five Lacs Fifty Thousand only) in the form of a bank guarantee of the Nepalese Bank or Bank Voucher of cash deposited at Nepal Rastra Bank, Thapathali, Account No. 1206110001003524 of Civil Aviation Authority of Nepal. Successful Bidder shall be required to furnish a Performance Bond of NRs. 10,00,000 (Ten Lacs only) before signing of Contract.
8. Partial Bid offer will not be entertained.
9. Late bids will 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 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.326,327,328,338 Fax: 4262516 HRDD Tel: 4218513