



Association of State Road Transport Undertakings

Ref: ASRTU/TP/2017/ 5232

February 20, 2017

To

Sub: ASRTU foreign study tour under the ASRTU Corpus Fund Scheme to attend the UITP Global Public Transport Summit – 2017 in Montreal, Canada from 15-17, May 2017 and technical visit to nearby cities during the 3/4th week of May 2017 – Inviting quotations for air tickets, accommodation, transport & ground arrangements, sight seeing, visa and insurance charges – reg.

Sir,

The Association of State Road Transport Undertakings (ASRTU) is an apex coordinating body of all State Road Transport Undertakings (SRTUs) in the country. This Association works under the administrative control of the Ministry of Road Transport & Highways, Govt. of India.

ASRTU is organizing a foreign study tour for the Chief Executives and senior managers of its member SRTUs from 13th May 2017 to 19th May 2017 to attend the **UITP Global Public Transport Summit – 2017 in Montreal, Canada from 15-17, May 2017**. The visit is proposed for a period of 7-8 days (excluding journey time) to attend the above event followed by technical visit to nearby cities to study their public transport system.

For the purpose, ASRTU is inviting offers from reputed travel agencies for organizing the tour as per the following itinerary.

Date	City, State	Activity
13 May 2017 (Night)/ 14 May 2017 (Early Morning)	-	Departure from Delhi / Arrival in Montreal, Canada in the Morning
14 May 2017	Montreal	UITP General Assembly Opening Ceremony & Welcome Reception in the Evening
15 May 2017	Montreal	World Congress – Session on:- Financing Public Transport Ticketing technology
16 May 2017	Montreal	World Congress – Session on: Electric Bus System Smart Cities Programmes
17 May 2017	Montreal	World Congress – Session on:- Mobility as a Service (MaaS)- Autonomous Vehicle Travel to Toronto in the evening (Options of flight, train & road may be given)
18 May 2017	Toronto	Technical Visit to Toronto Transit Commission bus system
19 May 2017	Toronto	Technical Visit to Go Transit Bus Terminal
19 May 2017		Departure from Toronto in the Evening
20 May 2017		Arrival in Delhi, India (Night)

(contd....2/-)

You are requested to submit your most competitive offer for the above mentioned tour as per the terms and conditions mentioned below.

Requirements/ Terms and conditions.

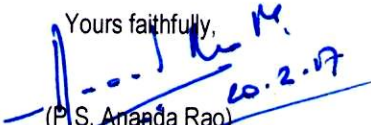
The following are required to be arranged/complied during this tour:-

1. **Air Tickets** -Economy class air fare for the group as per the program above. Good airlines in shortest routes/shortest time should be provided. If the delegation from a particular city is more, departure is to be arranged from those cities other than Delhi also.
2. **Hotel Bookings:** - Four /Five star good hotel accommodation on single occupancy basis at most convenient places to be provided for each delegate. Details of hotels such as class of hotels, room details, locations, facilities provided etc, are to be mentioned in the quotation.
3. **Transport** - All ground transfers for the Airport, study tours, sightseeing etc, by dedicated good quality AC coach are to be provided during the stay at the above countries.
4. **Study tours and sightseeing:-** Tour organizer is required to provide transport for the delegation to the places of study tours and all sightseeing as per the Itinerary. Local guide is to be provided wherever required. The tour program should cover the sightseeing of all the important places at the visiting and nearby cities and the entry charges are also to be borne by the tour organizer.
5. **Breakfast, lunch and dinner:** - Tour organizer is to provide breakfast, lunch and dinner as required during the tour.
6. **Visa/ Insurance:** - The list of delegation along with their contact details shall be communicated to the tour organizer by ASRTU. It is the duty of tour organizer to contact the individual delegates who are located at different places across the country, for obtaining their passports, documents etc, for applying visa and insurance etc, at the cost of tour organizer.
7. **Cancellation policy:** - The tour organizer shall clearly spell out the cancellation policy in the quotation.
8. **Payment terms:** - The tour organizer is required to quote their payment terms in the offer. A suitable percentage of amount as decided by ASRTU, shall be retained and paid after successful completion of the tour and on submission and approval of final bills.
9. The rates quoted should be inclusive of all taxes and duties.
10. Any other details if felt necessary, may also be furnished in the quotation
11. The tour shall be accompanied by a tour manager of the tour organizer.

The detailed tour itinerary /minute to minute program shall be mentioned clearly in the quotation for the entire tour period. The cost for airfare, hotel charges and ground arrangement shall also be mentioned separately. The selection of the tour organizer will be purely on the discretion of ASRTU. The offer will be rejected, if not compiled to the above mentioned requirements. ASRTU reserves the right to cancel any or all the quotations without assigning any reason.

Your quotation should reach ASRTU office address on or before 28th February, 2017.

Thanking you,

Yours faithfully,

(P. S. Ananda Rao)
Executive Director
20.2.17