



Association of State Road Transport Undertakings

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To

Tour Operators & Agencies

Sub: ASRTU foreign study tour under the Corpus Fund Scheme to attend the UITP Bus World – International Bus Conference in Kortrijk, Belgium from 23-24 October 2017, in conjunction with Bus World Europe (Kortrijk) 2017 exhibition and technical visit to nearby cities –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 **21st to 28th October 2017** to attend the **UITP Bus World – International Bus Conference in Kortrijk, Belgium from 23-24 October 2017, in conjunction with Bus World Europe (Kortrijk) 2017 Exhibition**. 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, Country	Event
21-22 October 2017	Arrival in Brussels (Belgium) + Travel to Kortrijk (92.3 kms)	
23 October 2017	Kortrijk, Belgium	UITP –BusWorld Conference & Exhibition
24 October 2017	Kortrijk, Belgium	UITP –BusWorld Conference & Exhibition
25 October 2017	Brussels, Belgium	Kortrijk to Brussels Technical Tour of Brussels Flight from Brussels to Gothenburg
26 October 2017	Gothenburg, Sweden	Technical visit to Västtrafik (Public Operator)
27 October 2017	Gothenburg, Sweden	Technical visit to Volvo/Scania
28 October 2017	Gothenburg, Sweden	Local Visit Travel back to Delhi, India

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

(contd...2/-)

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 August, 2017.

Thanking you,

Yours faithfully,


(R.Chandrababu)
Director(Technical)