



Association of State Road Transport Undertakings

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April 11, 2018

To

Tour Operators & Agencies

Sub: Public Transport study tour to Israel & Poland and technical visit to nearby cities for the Chief Executives & senior officials of State Road Transport Undertakings from 13-19, May 2018 under the ASRTU Corpus Fund Scheme.

Sir/Madam,

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 Public Transport study tour to Israel and Poland and technical visit to nearby cities for the Chief Executives & senior officials of State Road Transport Undertakings from 13-19, May 2018 under the ASRTU Corpus Fund Scheme.

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

Date	City, Country	Agenda
13 May 2018	New Delhi, India	<ul style="list-style-type: none">Travel from New DelhiReaching Tel Aviv, Israel
14 May 2018	Tel-Aviv, Israel	<ul style="list-style-type: none">Meeting with Ministry of TransportNTA Tel-Aviv – biggest PTA in Israel
15 May 2018	Tel-Aviv, Israel	<ul style="list-style-type: none">Optibus – ticketing technology providerPcentra – ticketing technology providerCyberspark – cyber security in Public Transport
16 May 2018	Tel-Aviv to Warsaw	<ul style="list-style-type: none">Local Visits & Travel from Tel-Aviv to Warsaw Poland
17 May 2018	Warsaw, Poland	<ul style="list-style-type: none">Meeting with ZTM Warsaw – biggest PTA in CEE regionMZA Warsaw- bus PTO – pioneer in Electro mobility
18 May 2018	Warsaw, Poland	<ul style="list-style-type: none">Factory visit Solaris – bus/tram manufacturerMedcom –PT technologyEkoenergetyka – pioneer in e-bus charging Solutions
19 May 2018	New Delhi, India	<ul style="list-style-type: none">Flight to Delhi

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:-

- 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.

(contd....2/-)



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 country.
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 in sealed envelope should reach ASRTU office address on or before 17th April 2018.

Thanking you,

Yours faithfully,


(R.Chandrababu)
Director(Technical)