



**Institute for Development and Research in Banking Technology**  
(Established by Reserve Bank of India)

Castle Hills, Road No. 1, Masab Tank, Hyderabad – 500 057  
Ph: (040) 23294184; Fax: (040) 23535157; Email : purchase@idrbt.ac.in

Ref No. IDRBT/PUR/KVRM/7.5/238-2/2016-2017

June 21, 2016

**Quotation for providing Tours & Travel Services.**

The Institute conducts various Executive Development Programmes on technology, several national and international events wherein various dignitaries visit the Institute. The participants of various training programmes are being taken to Golconda day visit, Golconda Sound & Light Show, Ramoji Film City, Laser Show, Museum, Charminar and other places in Hyderabad, in A/c buses of different seating capacity, almost every week.

Hence, we invite sealed quotations for providing Tours and Travel services at Institute from reputed service providers.

Sl.No.	Description	Details			
1.	Name & Address of the service provider				
2.	Telephone / Mobile Nos.				
3.	Name of the Proprietor				
4.	Year of Establishment				
5.	Annual Turnover (Rs.)				
6.	Names of the Organizations to whom the Vendor has been providing service.				
7.	Copies of Supply Contract	May be enclosed			
8.					
<b>Hours / Kms</b>	<b>Type of Bus</b>	<b>12 seater</b>	<b>18 seater</b>	<b>22/25 seater</b>	<b>36 seater</b>
4 hrs / 40 kms	<b>A/C vehicle</b>				
8 hrs / 80 kms					
Charges for extra hour exceeding 8 hrs					
Charges for extra kilometer exceeding 80 kms					
Driver daily charges					

**Note : Type of vehicles may be mentioned against the rates quoted.**

Date :

Signature with Stamp

### Remarks

- 1) Normally, pickup and drop facility is from/to IDRBT, Masab Tank, Hyderabad, and for any other places will be intimated from time to time.
- 2) In case of any emergency, the services should be made available within a short time, including on Sundays and other Holidays.
- 3) In case of inability to provide services, prompt communication to the Institute is a must; the provider should also make alternate arrangements for providing the service.
- 4) The condition of the vehicles should be excellent.
- 5) The drivers of the vehicle should be well versed with the routes in and around Hyderabad and Secunderabad.
- 6) The vehicles provided to IDRBT, should possess all documents relating to RTA and necessary permits for local travel in Hyderabad and Secunderabad.
- 7) The Driver should possess valid motor driving license, in good health with polite and pleasing manners.
- 8) Cleaner should accompany with the bus driver.
- 9) Parking charges will be borne by IDRBT.
- 10) If any breakdown of the vehicle occurs during the visits, immediate substitute arrangement need to be made.
- 11) IDRBT, reserves the right to deduct certain amounts if any discrepancy / inconvenience caused as a result of deficient service.
- 12) Payment will be made normally within 15 days after submission of bills through NEFT.
- 13) The empanelment for providing the Tours and Travels services can be withdrawn at any time if the conditions of the contract are not met.
- 14) TDS will be deducted as per the applicable rules and you are required to mention the PAN Number on the Invoice.

For any clarifications please contact Purchase Section, IDRBT, Castle Hills, Behind NMDC, Masab Tank, Hyderabad – 500 057 on Phone : 040-2329 4184, email : [purchase@idrbt.ac.in](mailto:purchase@idrbt.ac.in).