

Invitation to quote for travel arrangements for Urban Mobility India, 2010 Conference, New Delhi

On behalf of the Ministry of Urban Development of the Government of India, the Institute of Urban Transport, (IUT) an autonomous society set up with the objective of promoting and coordinating urban transport in the country, is organizing the third Urban Mobility India Conference from the 3rd to 5th December, 2010 at New Delhi. This is an annual event and the Conference seeks to bring together the urban Transport professionals and officials in the country as well as international experts to facilitate exchange of information, and to learn each other's experience.

2. A large number of distinguished speakers, both from India and abroad are being invited for the conference and for quite a few of them, the Institute of Urban Transport would be providing full hospitality. This would include air passage and hotel accommodation.

3. The Institute is interested to appoint a travel agent to take care of all the air/rail bookings for the invited speakers, who would be provided with economy class passage by the most direct route. Currently there are about 9 foreign speakers and a few domestic speakers who would be requiring air passage, though this number may vary.

4. The services required to be provided are:

(i) Providing assistance to the speaker to decide his/her routing from various options depending upon the travel plans of the speaker. This would involve corresponding with the speaker directly based on the advice of the IUT.

(ii) Booking of air passage by economy class by the most direct route, unless advised otherwise. Sending the e.ticket directly to the speaker under advice to the IUT.

(iii) Arranging for any changes in the air bookings depending on the change in the programme of the speaker or any other eventuality.

(iv) Rail ticket, if required, will be booked as per the advice of the IUT and e ticket sent to the speaker directly.

5. To enable the Institute to select a travel agent for the above purpose, offers are invited from reputed travel agents who have handled air passage bookings for similar conferences, fulfilling the following criteria:

1. An IATA recognised company, holding all major airline tickets.
2. Have handled groups/conferences (details to be furnished for the previous 5 years).
3. Offering minimum 30 days credit.
4. Available around the clock in case required
5. Preferably, one point contact i.e. one dedicated person handling all your queries.

The offers should indicate the terms and conditions of payments, discounts/rebates offered, the indicative air fare from London/Paris/Seoul/ Washington/Singapore for an economy class most direct route fare. The offers should reach to:

Sh. C.L. Kaul
Executive Secretary
Institute of Urban Transport
Room No. - 216 - 217,
G-wing, NBO Building,
Nirman Bhawan,
Maulana Azad Road,
New Delhi- 110 011
Tel.: 2306 3054, 2306 3499;
Telefax.: 2306 3498

latest by 20th October, 2010 by 1700 hours alongwith the profile of the travel agent by courier or email at iutindia.conference.10@gmail.com. Offers received after the scheduled date and time will not be entertained.