


Government of Assam
Directorate of Handloom & Textiles, Assam
World Bank financed Assam Agribusiness and Rural Transformation Project (APART)
Operational Project Implementation Unit (OPIU)-H&T
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No: DHTP/APART.14/2018/192 Dated Guwahati the 5th of ~~November~~ December '2022

SHORT NOTICE INVITING QUOTATION

Sealed quotation affixing court fee stamp of Rs-8.25 (Rupees eight & paise twenty five) only (non- refundable) are invited from the intending registered Firms/Organisers/Event Management firms-companies/Travel Agencies for conduction of Exposure Visit of 25 persons to West Bengal & Bihar visit under the Operational Project Implementation Unit (OPIU)-H&T, Directorate of Handloom & Textiles, Assam under World Bank financed Assam Agribusiness and Rural Transformation Project (APART). The quotations will be received up to 2.00 pm of 12.12.2022 and will be opened on the same day at 3.00 pm in presence of quotationers or his authorized representative. The details tour plan, prescribed format and Terms of reference of Exposure Visit can be downloaded through the website-<https://dht.assam.gov.in>.


Director
Handloom & Textiles, Assam
Head, OPIU, Handloom & Textiles, Assam, Guwahati - 1

ToR for Hiring of Travel Agency for Conduction of Exposure Visit of 25 no's of weavers/entrepreneurs & officers to Handloom clusters of West bengal & Bihar under the Operational Project Implementation Unit-H&T , APART project.

A) Background:

1. The Government of Assam (GoA) through Government of India (Gol) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). ARIAS Society being the Project Co-ordination Unit (PCU) is the apex coordinating and monitoring agency for APART. The project has notified eight Core Project Implementation Units (CPIUs) in the participating Administrative Departments and 15 Operational Project Implementation Units (OPIUs) in the participating Commissionerate/ Directorates/ Agencies for its smooth implementation. The Directorate of Handloom & Textiles, Assam is an OPIU under the project and responsible for implementation of various activities planned under Sericulture & Handloom Value Chain(Silk Value Chain).
2. The Project Development Objective of APART is to "add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam".
3. OPIU - Directorate of Handloom and Textiles (hereinafter is referred to as 'Directorate') has intended to hire a travel agency (hereinafter is referred to as 'Agency') to take the service for Conduction of Exposure Visit of 25 no's of weavers/entrepreneur/officers.

4. Objective of the Assignment:

The objective of conducting the Exposure visit is to understand the knowledge & skills used by the progressive handloom clusters of India.

The purpose of hiring a Travel Agency/Event Organiser is to conduct a trip for a group of weavers/entrepreneurs/officers under the activity of Exposure visit. The hiring agency needs to arrange train/flight tickets, fooding & accommodation and local transportation during the visit of handloom clusters of West -Bengal & Bihar.

B) Assignment time:

The Agency services shall commence with effect from the date of receiving office order of the arranging travel plan to a period of **1 year**. The Directorate will monitor the performance of the agency and will have the right to foreclose the order in case the performance of the agency is not satisfactory according to the tour plan prepared by the Directorate..

C) Tasks to be carried out by the Agency:

For hassle free journey & achieving the objectives of Exposure visit the agency has to arrange all possible sources for railways, roadways on the basis of govt. Rules & regulations of Assam. The Food-refreshments, Hotel accommodations and local transportations for cluster visits and whatever necessary support required for the trips etc.

1. The Agency has to arrange train tickets for onward and backward journeys from Ghy to West Bengal/Bihar as per the provision in the tour plan ..and not below 3 tier AC.
2. Local transportations from district headquarters (Lakhimpur, Sivasagar, Charaidew, Kamrup, Sonitpur, Biswanath, Jorhat) to Guwahati from project districts of Assam (as per the nominated list provided by Directorate) and one night stay at Guwahati to be arranged.
3. The vehicle for local transportation should be comfortable, well conditioned and not more than 14 seater .
4. Arrangement of Breakfast, lunch & dinner with tea- refreshments during the entire trip. The food should be well hygiene and veg/non-veg to be provided as per choice.
5. Food (Breakfast & dinner should be arranged in the same hotel where the group is accommodated. If the arrangement of lunch is difficult due to travel, the agency can provide the cost of lunch to individual participants.
6. Hotel Accomodation is to be provided either in 3 Star or 2 Star categories sharing of hotel rooms allowed maximum 2 persons. If the category of hotel is not available in the location, then the hiring agency will provide suitable accommodation sharing maximum 2 persons in a room.
7. The Communication to the local industries of the clusters are communicated by the **Directorate** only.
8. The Hiring Agency has to Submit details of documents of travel tickets/hotel bookings vouchers etc before commencement of journey.
9. Agency has to obey all the rules & regulations of respective states or nearby states including Covide-19 protocoles during the visit and need to prepare documents if required before the commencement of journey.
10. If required any changes in tour plan, the hiring Agency should plan with due consultation with Directorate-H&T.

D) SERVICES AND FACILTIES TO BE PROVIDED BY THE DIRECTORATE:

Necessary coordination & cooperation from Directorate-H&T will provide all supporting documents like list of persons for exposure visit & a team leader. The Directorate will Coordinate with the industries to be visited as per the tour plan.

E) TERMS & CONDITIONS:

1. Firms/Organizers/Event Management Companies & firms/Travel Agencies should possess valid govt. recognized documents/Certificates.
 2. Self-attested copies of records documents relating to Pan Card, AADHAR, Trade License, GSTIN etc. should be furnished along with the quotation.
 3. The Interested agency can apply as per the prescribed format (D.8) available in the official website of DH&T -<https://dht.assam.gov.in>. Quoted rates should be inclusive of all taxes admissible.
 4. The Agency should have experience of conducting similar categories of assignments.
 5. Authority is not bound to accept the highest/lowest rate and reserve the right to accept/reject any/all quotations without notice and assigning reasons thereof.
 6. The selected hiring Agency can claim 30% of total cost of assignment if required.
 7. After completion of the visit , the hiring agency has to submit necessary bill-invoices along with payment requests for remaining payables, after deduction of applicable taxes as per the Govt. rules.
 8. The Agency needs to calculate the cost & arrange the tour as per the approved Tour plan which is available in website-<https://dht.assam.gov.in>.
8. Please follow the below prescribed format for submission of Quotation.

SL NO	Particulars	Rates (per Person)	Remarks
1.	Rate for conduction of Exposure Visit of 25 no's of weavers/entrepreneurs & officers to Handloom clusters of West Bengal & Bihar under the Operational Project Implementation Unit-H&T , APART project. (inclusive of Travel, accommodation, food charges and all applicable taxes)		

Exposure Visit for Weavers/FPC Members against AWP 2022-23

Total No of weavers/FPC members to be covered: 25 No

Place of Visit:

Date of Visit: July, 2022

- Fulia and Santipur Dist. Nadia, WB
- Burdwan, Dist. Burdwan, WB and
- Ekmi, Bihar

Tour Plan

Day 1 Guwahati – Barddhaman

Overnight Journey

Pick up from Handloom & Textile Office & drop to Guwahati Railway Station for onward journey to Barddhaman by train

Day 2 Bardhaman

Night Stay: Bardhaman

In the morning arrived at Bardhaman railway station and checked into the Hotel. After breakfast visit the local Handloom Industries of Bardhaman. Night stay at Bardhaman.

Day 3 Phulia

Night Stay: Phulia

After Breakfast Check out from the Hotel of Bardhawan and proceed to Phulia of Nadia district. Check in at the Hotel at Phulia and in the evening Visit the Local Market of Handloom Product. Night Stay at Phulia

Day 4 Phulia

Night Stay: Phulia

After Breakfast Full day Visit to the Handloom Unit, Production house of Handloom Co-operative Societies of Phulia. Night Stay at Phulia.

Day 5 Santipur

Night Stay: Phulia

After Breakfast Full day visit to the Handloom Production House, Unit Co-operative Societies of Santipur of Nadia district. Night Stay at Phulia.

Day 6 Bihar

Night Stay: Ekmi, Bihar

Check out from the Hotel in the early morning from Phulia and proceed to Ekmi of Bihar (Full day journey by Road).

Night stay at Ekmi, Bihar

Day 7 Ekmi, Bihar

Night stay: Ekmi, Bihar

After breakfast Check out from Hotel at Ekmi and visit to the Shilpagram Mahila Producer Co. Ltd promoted by Jeevika, Bihar and understand the function and activities of the Producer company

Day 8 Bihar-Guwahati

Backward Journey

Morning Return back to the nearest railway station of Ekmi and backward journey to Guwahati

Term and Conditions:

1. Onward and backward journey provision is by train and not below 3AC.
2. Hotel accommodation is to be provided either in 3-star or 2-star category Hotel based on the availability.
3. Sharing of Hotel rooms allowed maximum 2 No.
4. Food (Breakfast and Dinner) should be arranged in the same Hotel where the group is accommodated.
5. Allowance of Lunch should be distributed individually so that the lunch is to be arranged by individuals during the industrial visit.
6. Local transfer and Industrial visit is to be organized in a comfortable vehicle.
7. The persons who will come from other districts except Kamrup will be provided reimbursement of bus/train fare and accommodation also needed to provide for them in Guwahati.
8. Selection of agency will be done after comparing the quotation received.
9. The quotation to be submitted is based on the total cost per person for the trip including the TA and accommodation in Guwahati for the persons who come from project districts.
10. Selected agencies will be issued work orders and if requested 30% advance may be allowed.
11. After completion of the visit the agency has to produce the necessary bill/invoice along with the payment request. Remaining Payment will be done after deduction of necessary taxes.