

TENDER DOCUMENT

FOR EMPANELMENT OF

TAXI OPERATORS

TO AVAIL TAXI SERVICES

THE ORIENTAL INSURANCE COMPANY LIMITED
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD, NEW DELHI.

TELEPHONE NO. : 011-43659130.

CIN NO. : U66010DL1947GOI007158

(Tender Documents consists of 19 Pages)

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NOTICE INVITING TENDER FOR EMPANELMENT OF
TAXI OPERATORS TO AVAIL TAXI SERVICES

We are one of the Non-Life Public Sector Insurance Company having its Head Office at Oriental House, A-25/27, Asaf Ali Road, New Delhi.

Chief Manager, Establishment Department, The Oriental Insurance Company Limited, invites Sealed Tenders on '**Two Bid System**' as mentioned hereunder in the attached prescribed format from reputed Taxi Operators to provide taxi services as and when needed for various company's official on Rate Contract Basis.

Interested parties may submit bids **in two separate envelopes** duly super-scribed as "**Technical Bid**" and "**Financial Bid**". Both these bids should be put in **one big envelope super-scribed "TENDER FOR EMPANELMENT OF TAXI OPERATORS"**. The Bidder/Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder/Tenderer is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed. The Bidder/Tenderer has to submit Earnest Money Deposit of Rs. 10,000/- through Demand Draft only (payment by cheque or any other mode is not acceptable) in favour of "The Oriental Insurance Company Limited" payable at New Delhi along with the Technical Bid. Tenders without the Earnest Money Deposit (Demand Draft Only) will be deemed rejected.

Interested Taxi Operators can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their own letter head from the Office of Chief Manager, The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, along with Cash payment / submission of a non-refundable Demand Draft only of Rs. 590/- (Rupees Five Hundred Ninety Only) drawn on any Nationalized / Scheduled Bank in favour of "The Oriental Insurance Company Limited"

payable at New Delhi on all working days (Monday to Friday) between 10.00 A. M. to 3.30 P. M. The time schedule of tendering is specified below :-

1	Issue of Tender Document	From 26/11/2018 to 11/12/2018 between 11.00 AM to 3.30 PM on all working days (Monday to Friday).
2	Tender Document Fee (Non-refundable)	Rs. 590/- (Rupees Five Hundred Ninety Only).
3	Last Date and Time for submission of Tender	19/12/2018 upto 4.00 PM.
4	Date and Time of opening of Technical Bid.	20/12/2018 at 3.00 PM.
5	Date and Time of opening of Financial Bid.	Will be intimated to the Technically qualifying bidders at a later date.
6	Earnest Money Deposit (EMD).	Through Demand Draft only of Rs.10000/- (Rupees Ten Thousand Only) to be placed in the sealed Envelope of “Technical Bid”. Payment of E.M.D. Through any other mode is not acceptable.

The Tender Document can also be downloaded from the website www.orientalinsurance.org.in and the same will be accepted along with the Tender Fee of Rs. 500/- (Rupees Five Hundred Only) through a separate Demand Draft Only drawn on any Nationalized / Scheduled Bank favouring “The Oriental Insurance Company Limited payable at New Delhi which is required to be placed in the envelope containing Technical Bid.

All amendments/information with respect to this Tender will be unloaded on the Company's Website www.orientalinsurance.org.in and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates.

Chief Manager, Establishment Department, The Oriental Insurance Company Limited, reserves the right to reject all or any Tender without assigning any reason, whatsoever.

CHIEF MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD, NEW DELHI.
TELEPHONE NO. : 011-43659130

ELIGIBILITY CRITERIA

1. The Bidder/Tenderer should be based at Delhi / New Delhi and operating their business from Delhi / New Delhi. **Attach photo-copy of proof.**
2. The Bidder/Tenderer should have a minimum experience of five years as Taxi Operators. **Attach photo-copy of proof.**
3. The Bidder/Tenderer must **own a fleet of atleast 20 (twenty) or more taxis.**
4. The Bidder/Tenderer should have rendered satisfactory taxi services to **atleast one** Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute or any Corporate Establishment of repute having minimum paid-up capital of Rs. 30 Lacs during the last three years. **Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.**
5. The Bidder/Tenderer should furnish List of Clients to whom satisfactory taxi services are given **during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Attach Certificates from concerned Clients/Companies.**
6. The Bidder/Tenderer should have minimum average annual turn-over of Rs. 10 Lacs and should have earned profit during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. **Attach Certificate from Chartered Accountant in this regard.**
7. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained.
8. The Tenders from Bidders/Tenderers whose Technical Bid(s) were earlier rejected by OICL on account of fake supporting documents etc. shall not be entertained.

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD, NEW DELHI.

TERMS AND CONDITIONS
AND INSTRUCTIONS FOR BIDDERS

1. The Rates quoted by the Bidder/Tenderer shall be valid for a period of **two years from the date of empanelment of Taxi Operator.**
2. The Tenders are invited on Two Bid System i.e. Technical Bid and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. Technical Bid and Financial Bid should be clearly superscribed on the respective envelopes. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
3. Both the sealed envelopes i.e. **Envelope No. 1 “Technical Bid”** and **Envelope No. 2 “Financial Bid”** should be kept in a big **Envelope No. 3**. This sealed envelope superscribed as **“TENDER FOR EMPANELMENT OF TAXI OPERATORS”** addressed to Chief Manager, Establishment Deptt., The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, shall be deposited in the Tender Box placed at Establishment Deptt., First Floor, The Oriental Insurance Company Limited, A-25/27, Asaf Ali Road, New Delhi, **on or before 19/12/2018 by 4.00 PM.**
4. The Tenderer/Bidder has to submit Earnest Money of Rs. 10,000/- through Demand Draft only (**payment through cheque or any other mode is not acceptable**) in favour of “The Oriental Insurance Company Limited” payable at New Delhi along with the Technical Bid. Tenders without the Earnest Money Deposit will be deemed rejected.
5. The Earnest Money shall be forfeited if the Tenderer withdraws his Tender during the period of Tender Validity. The Earnest Money will also be forfeited if in the case of the successful Tenderer, the Tenderer fails to comply with all the terms and conditions of the Tender Document.
6. The Bidder/Tenderer are hereby informed that the Company will arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the Bidders/Tenderers.
7. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, Annexures I to IV and other necessary documents are required to be attached with the “Technical Bid” to be eligible for opening of “Financial Bid” as these documents will help in evaluating the Technical Bid of the Tenderer.
8. Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.

9. On Empanelment of Bidder/Tenderer as Taxi Operator for providing taxi services, the Earnest Money deposited by them with the Technical Bid shall be retained as Security Deposit with the Company.
10. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit or delivered elsewhere.
11. At first instance only "Technical Bid" will be opened on the scheduled date and time given in the "Notice inviting Tender". The Technical Bids will then be evaluated on the basis of documents/information furnished and eligibility criteria. The decision of Chief Manager, Establishment Deptt., The Oriental Insurance Company Limited, in this regard shall be final and binding on the Tenderers.
12. The Tenderer/Bidder who qualifies in the "Technical Bid" will only be eligible for opening of their "Financial Bid". The date and time of opening of "Financial Bid" shall be intimated to individual qualified bidders.
13. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
14. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.
15. Convassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
16. Tenders/Bids must be received by/submitted to Chief Manager, Establishment Department, The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, by the date and time stipulated in the Notice Inviting Tender. The Company may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the Company and the Tenderer/Bidder will be the same. The information thereof will be available on the Company's Website and Notice thereof will not be published in any newspaper. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
17. The Contract with the Bidder/Tenderer can be cancelled by the Company by giving one month's notice in writing without assigning any reason, whatsoever.
18. In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months notice in writing to the Company.
19. Chief Manager, Establishment Department, The Oriental Insurance Company Limited, New Delhi, reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

CHIEF MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD, NEW DELHI.

SCOPE OF SERVICES AND PAYMENT TERMS

1. The rates quoted by the Bidder/Tenderer in the Financial Bid for providing taxi services will be valid for atleast two years from the date of Empanelment of Bidder / Tenderer. No revision in rates shall be allowed during the Rate Contract Period.
2. The rates quoted by the Bidder/Tenderer should be inclusive of driver charges, fuel and all maintenance costs.
3. All taxes, toll tax and parking charges incurred by the Bidder/Tenderer during the course of providing taxi services/journey will be reimbursed by the Company on actual basis. These charges are to be paid by the driver of Bidder/Tenderer on duty and shall be claimed by the Bidder/Tenderer along with the bill on monthly basis.
4. The taxi can also be used for Outstation Trips. In such an event, the minimum average running limit of taxi will be 200 Kms. per day.
5. The next package rates will be applicable only if both the time limit and Kilometer limit of lower package exceeds.
6. The Taxies should be in a perfectly maintained condition with presentable look and should not be more than four years old.
7. The Bidder/Tenderer will submit/raise bills on monthly basis along with the User Officer Certification Slip certifying the Kms reading and time of usage. The bills shall be settled within 15 days from the date of receipt of bill by the Company. The time will be rounded off to hour.
8. The driver driving the Taxi must have a valid driving license and the Company would have no liability, whatsoever. Also taxies must have all permits etc. as per relevant R.T.O. Rules and regulations and insured all the time under M.V. Act.
9. In case of accident, the company would have no liability, whatsoever.
10. The Taxies sent should be insured comprehensively with maximum coverage for all passengers according to the carrying capacity of the vehicle.
11. The time consumed from garage to reporting place should be actual subject to a maximum of half an hour.

12. The drivers of Taxi sent must be provided mobile phones. The Vehicle/Taxi Number and Mobile Phone Number of Driver be conveyed through SMS or call on the Cell Phone of both the User Officer and the authorized departmental official well in advance for their information.
13. The Drivers deputed for duty will maintain his behaviour as becoming of Gentleman and would extend help in bringing the goods / suitcase of the User Official loading / unloading, if need be.
14. The taxis requisitioned for local running would include areas of National Capital Region i.e. NOIDA, Gurgaon, Faridabad, Ghaziabad etc. **For local running night charges are not payable.** Night Halt Charges are payable only for outstation trip.
15. The behaviour of the driver should be polite, cordial, obedient and never convicted by any Law Agencies. In case of any misbehaviour, in addition to taking legal action, the Tenderer will be penalized for the same and the decision of the competent authority of the company in this regard shall be final and binding on the Tenderer.
16. The driver, in addition to safe driving of the car, would receive/alighten the occupants in a very respectful manner and would obey the instructions of the occupants.
17. **On receipt of rates from the Bidders/Tenderers, the Company's authorized officials may visit the office/garage of the Bidder/Tenderer for inspection of fleet of cars available with them. The lowest rates received from eligible Bidder/Tenderer for each type of vehicle and for each slab would be offered to all eligible Bidders/Tenderers for their consideration and acceptance. The Bidders/Tenderers who are ready to provide taxi services on these rates and accept the rates in writing would be empanelled as Taxi Operators by the company for providing taxi services.**
18. The empanelment will be confirmed by the Company in writing only on receipt of confirmation from the eligible Bidders/Tenderers that the rates offered are acceptable to them.
19. The rates offered or agreed would be valid for at least a period of two years from the date of acceptance by the eligible Bidders/Tenderers

THE ORIENTAL INSURANCE COMPANY LIMITED
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'TECHNICAL BID'

The Bidder is requested to furnish the following information.

SL. NO.	DESCRIPTION	PARTICULARS
1	Name of the Firm / Taxi Operator / Travel Agency.	
2	Address of the Firm / Taxi Operator / Travel Agency.	
3	Year of Establishment	
4	Whether the Firm / Travel Agency is proprietorship / partnership / limited Company. Attach proof with Registration Number.	
5	(A) Name of authorised contact person/official. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	_____ _____ _____ _____
6	PAN Number of the Firm/Travel Agency / Manpower Providing Agency. Attach Self-attested photo-copy of the PAN Card.	
7	Goods and Service Tax Number of the Firm / Travel Agency / Manpower Providing Agency. Attach Self-attested photo-copy of the Goods & Service Tax Number.	

10	Experience in the field of providing Taxi Services. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.	
11	Bank Account Details of the Firm (A) Bank Account No. (B) Bank Name and Address (C) IFSC Code (D) MICR Code. Attach photo-copy of cancelled cheque.	
12	List of existing Clients along with proof which should include atleast one Government / Public Sector Undertaking or any Private Company or Corporate Establishment having minimum Rs. 30 Lacs paid-up capital during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Attach Certificate from clients / organisations.	
13	The Tenderer should have minimum average annual turnover of Rs. 10 Lacs and should have earned profit during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Attach Certificate from Chartered Accountant in this regard.	
14	The Tender should have atleast a fleet of 20 or more taxies. Attach copies of the Registration Certificates of taxies.	

15	Enclose Demand Draft only of Rs. 10000/- as “Earnest Money Deposit” . Payment through cheque or any other mode is not acceptable.	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____
16	Enclose Demand Draft only of Rs. 590/- as “Tender Fee” in case Tender Document is downloaded from our Website. Payment through cheque or any other mode is not acceptable.	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____
<p>SIGNATURE WITH STAMP : _____</p> <p>NAME OF FIRM : _____</p> <p>NAME OF AUTHORISED PERSON : _____</p> <p>CONTACT NUMBER : _____</p> <p>E-mail ID : _____</p> <p>DATE : _____</p>		

ANNEXURE I

CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

Sr. No.	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	YES	NO
1	Earnest Money Deposit (E.M.D.) of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft only (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at New Delhi.		
2	Tender Fee of Rs. 590/- (Rupees Five Hundred Ninety Only) in the form of Demand Draft only in case the Tender Document is downloaded from Company's Website (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at New Delhi.		
3	Proof of the Tenderer/Bidder being based in Delhi / NCR and their operation in these areas. Attach self-attested copy of proof.		
4	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Tenderer/Bidder self-attested copy of the Goods & Service Tax Registration Number (If applicable).		
6	Copies of Experience Certificate of minimum five years in providing taxi services issued by clients/organisations. Attach photo-copy of proof.		
7	The Tender should have rendered satisfactory taxi services to atleast one Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute during the last three years. Attach Certificate of Experience for providing satisfactory taxi services from concerned Establishments /Companies.		
8	Non-relationship Certificate for participation of near relative of employee in the Tender as per Annexure II.		

9	List of existing Clients along with proof which should include Government / Public Sector Undertaking or any Private Company or Corporate Establishment having minimum Rs. 30 Lacs paid-up capital during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Attach Certificate from clients / organisations as per Annexure III.		
12	The Tenderer/Bidder should have minimum average annual turn-over of Rs. 10 Lacs and should have earned profit during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Attach Certificate from Chartered Accountant as per Annexure IV.		
13	Tenderer/Bidder self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company.		

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____

ANNEXURE II

FORMAT OF NON-RELATIONSHIP CERTIFICATE

I / We / Our organization, _____
including our Partners / Share-holders / Directors hereby certify that none of my / our
blood relative(s) is / are employed in The Oriental Insurance Company Limited.

In case at any stage, if it is found that the information given by me / us is false / incorrect,
The Oriental Insurance Company Limited shall have the absolute right to take any action
as deemed fit without any prior intimation to me / us.

Signature of the Tenderer with Seal _____

Name of the Tenderer _____

Date _____

ANNEXURE III

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE YEARS.

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organisations. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organisation with complete postal address mentioning Pvt.Sector/ Govt Body / PSU / Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Rate Contract was awarded.	Nature of Work	Annual Turnover

SIGNATURE WITH STAMP : _____

NAME OF FIRM / TRAVEL AGENT : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____

ANNEXURE IV

**CERTIFICATE REGARDING TURN-OVER OF TENDERER
DURING THE LAST THREE FINANCIAL YEARS**

I / We, M/s _____, the tenderer for Empanelment of Taxi Operators and other related jobs as mentioned in the Tender Document, hereby confirm that the average total turn-over of the firm/company and profit earned for the last three financial years i.e. 2015-16, 2016-17 and 2017-18 is more than Rs. 10 Lacs. The financial year-wise break-up is given below :-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
1	2015 – 16	Rs. _____	Rs. _____
2	2016- 17	Rs. _____	Rs. _____
3	2017 – 18	Rs. _____	Rs. _____

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned for the years mentioned above in respect of M/s. _____ are true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD, NEW DELHI.
TELEPHONE NO. : 011-43659130

INSTRUCTIONS AND TERMS AND CONDITIONS
FOR SUBMITTING FINANCIAL BID

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. The rates quoted by Bidder/Tenderer should be valid for atleast a period of two years from the date of empanelment as taxi operators. No revision in rates will be allowed during the Rate Contract Period of two years.
4. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
5. No column should be left blank which would otherwise make the tender liable for rejection.
6. The Tenderers/Bidders are advised to refer Scope of Services given in the Tender Document so as to cover all charges to be borne by him/them before quoting rates for providing taxi services as and when required.
7. All the Bidders/Tenderers are hereby informed that on receipt of rates the company officials may visit the office/garage of the Bidder/Tenderer for inspection of fleet.
8. The lowest rates received from eligible Bidder/Tenderer for each type of vehicle and for each slab would be offered to all eligible Bidders/Tenderers for their consideration and acceptance. The Bidders/Tenderers who are ready to provide taxi services on the offered rates and accept the rates in writing would be empanelled as Taxi Operators by the company for providing taxi services
9. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess etc. will be made from the amount payable as per rules.
10. Goods and Service Tax, if any, will be paid in addition to amount of rate quoted by the Firm / Travel Agency.

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'FINANCIAL BID'

SL NO	TYPE OF VEHICLE	SLAB 8 HOURS 80 KMS.	SLAB 4 HOURS 40 KMS.	EXTRA CHARGES PER KM.	EXTRA CHARGES PER HOUR	PER KM. RATE FOR OUTSTATION TRIP	NIGHT HALT CHARGES FOR OUTSTATION TRIP
1	Maruti D'zire / Honda Amaze - AC						
2	Maruti Ciaz - AC						
3	Hyundia Verna – AC						
4	Honda City - AC						
5	Innova - AC						
6	Innova – Crysta - AC						
7	Toyota Etios - AC						
8	Toyota Corrola / Altis - AC						
9	Tata Safari / Scarpio - AC						

SL No	ROUTE FOR PICK AND DROP	LUMP-SUM RATE PER TRIP			
		Maruti D'zire/ Honda Amaze	Maruti Ciaz	Honda City	Toyota Etios
1	Oriental House to Airport (T1/T2/T3) or Airport (T1/T2/T3) to Oriental House				
2	545/538 Asiad Games Village to Airport or Airport (T1/T2/T3) to Asiad Games Village				
3	Greater Kailash I/II to Airport (T1/T2/T3) or Airport (T1/T2/T3) to Greater Kailash I/II				
4	C-11 Panchsheel Enclave to Airport or Airport to C-11 Panchsheel Enclave				
5	NBCC Kidwai Nagar to Airport (T1/T2/T3) or Airport (T1/T2/T3) to NBCC Kidwai Nagar				

SIGNATURE WITH STAMP : _____

NAME OF FIRM / TRAVEL AGENT : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____