



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
(सामान्य प्रशासन)

Office of the Registrar
(General Administration)

Ref. No.: IIT(BHU)/GAD/3(85)/Balmer Lawrie/Gen/ 2873

Date: 25.06.2019

NOTICE

This is to notify that an agreement has been signed between M/s. Balmer Lawrie & Co. Ltd. and the Institute for providing air ticketing and other Services to the Institute for a period of one year w.e.f 20.05.2019. The salient features of the said agreement are as under:

Scope of Contract & Other Facilities

1. The scope of work will be as follows:
 - (a) M/s. Balmer Lawrie & Co. Ltd. will provide air tickets as desired by the Institute. They shall also ensure comprehensive travel services to the Institute and/or its employees in regard to International/ domestic booking and ticketing and VISA assistance, Overseas Insurance, Hotel Reservation (Domestic & International), Special Domestic & International packages, Outbound packages for International destinations and Conferences & Event Management etc.
 - (b) The Institute employees (including the project and contractual employees) in their individual capacity, would also be entitled to avail the services directly from the service provider paying on their own and upfront (without any credit) for the services to M/s. Balmer Lawrie & Co. Ltd. for personal bookings.
 - (c) For official bookings, the Institute/faculty members may forward the booking request to M/s. Balmer Lawrie & Co. Ltd. from their official e-mail id - @iitbhu.ac.in/@itbhu.ac.in on which, the company will take action within stipulated time as per terms of the agreement.
 - (d) The Institute or its employees may use the services of M/s. Balmer Lawrie & Co. Ltd. on contact nos. 0522-4931700/email: tt.varanasi@balmerlawrie.com.
 - (e) M/s. Balmer Lawrie & Co. Ltd. will co-ordinate with airline concerned to provide confirmed tickets, as much as possible.
 - (f) M/s. Balmer Lawrie & Co. Ltd. shall help in event of cancellation of flight etc. and make suitable alternate arrangement, if required.
2. M/s. Balmer Lawrie & Co. Ltd. shall assist the Institute/its employees in getting special fares/discounts with the respective airlines i.e. the corporate deals depending on the volume of the business.
3. M/s. Balmer Lawrie & Co. Ltd. shall provide the Institute 07 days credit from the date of submission of bills (for official bookings only). However, in case of personal booking (LTC and private journey) made by the Institute Employee i.e. faculty, officers and staff etc. there will be no credit period and individuals will be required to settle the payment directly with M/s. Balmer Lawrie & Co. Ltd.

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भारतीय प्रौद्योगिकी संस्थान(का.हि.वि.) वाराणसी - 221005 भारत
Indian Institute of Technology(BHU) Varanasi-221005 India

Tel. No. : 0542-2366676 Fax No. : 0542-2368428 Email: office.gad@itbhu.ac.in Web: iitbhu.ac.in



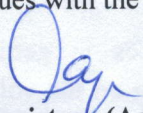
Terms and conditions for the Credit Policy/Booking Process/Special Clause & Procedure of booking applicable to the Institute

4. The following charges/service charges shall be chargeable by M/s. Balmer Lawrie & Co. Ltd. from the Institute or its employees individually in case of:
- (a) **International Airlines** - Rs. 500/- for Non Air India tickets (per person/per sector)
 - (b) **VISA** - Service charge Rs. 600/- for Visa Processing (in addition to actual visa charge/fees charged by Consulate/Embassy).
 - (c) **Cancellation** -In case of cancellation, Balmer Lawrie & Co. Ltd. (BLCL) shall levy only the cancellation charges as charged by the Airlines along with the taxes, if any.

Credit Period/Billing & Credit Note:

- 5. The bills will be submitted by M/s. Balmer Lawrie & Co. Ltd. to the Institute on weekly basis.
- 6. M/s. Balmer Lawrie & Co. Ltd. shall offer the Institute a minimum credit period of 07 days to settle its bills from the **date of their submission**.
- 7. The bills would be submitted by M/s. Balmer Lawrie & Co. Ltd. through Email as well as in Hard copy, to enable the same for being processed for payment. The Institute shall make all efforts to clear and pay the bills within the aforesaid period of 07 days so that a sufficient amount may always be there for entertaining other booking requests and which could be honoured by M/s. Balmer Lawrie & Co. Ltd.
- 8. The bills/Credit Notes will be per passenger wise & Sector wise.
- 9. M/s. Balmer Lawrie & Co. Ltd. will issue a separate credit note for the cancelled tickets in case of Institute bookings and the same will be adjusted with the billing as soon as credit note is prepared.
- 10. All the cancellation charges/Date change/Sector change/Flight change will be as per airlines policy.
- 11. All the payments against the bill of M/s. Balmer Lawrie & Co. Ltd. shall be made by the Institute in its bank account no. as may be provided/intimated by M/s. Balmer Lawrie & Co. Ltd. officially. Presently, the bank details of M/s. Balmer Lawrie & Co. Ltd. are as under:
 - A/c Holder – Balmer Lawrie and Co Ltd.
 - Bank Name – Standard Chartered Bank
Narain Automobiles, 4, Shahnajaf Road,
Lucknow-226001
 - A/c No. – 6240 500 5040
 - A/c Type – Current
 - IFSC Code – SCBL0036036

This issues with the approval of Competent Authority.


Joint Registrar (Admin.)

Ref. No.: IIT(BHU)/GAD/3(85)/Balmer Lawrie/Gen/ **2873**
Copy forwarded to the following for information and necessary action:

Date: 25.06.2019

- 1. All the Deans
- 2. All the Heads of Departments/Coordinators of Schools
- 3. The Coordinators/Incharge of Units/Centers/Offices
- 4. All the Professor Incharges
- 5. The Chief Councillor, Gymkhana
- 6. The Chairman, Institute Works Department
- 7. Professor In-charge, Main Library
- 8. The Chairman, IIT (BHU)-Cafeteria Committee
- 9. The Chairman, Council of Wardens
- 10. The Chairman, Web Management & E-mail Services Committee
- 11. The Chairman, Press & Publicity Committee
- 12. The Coordinator, GTAC
- 13. The Joint Chief Proctor

14. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
 15. The Joint Registrar (Admin-I)
 16. The Joint Registrar (Accounts) -With a copy of aforesaid agreement
 17. All the Assistant Registrars
 18. Faculty.all@iitbhu.ac.in
 19. Staff.all@iitbhu.ac.in
 20. P.S. to the Director
 21. P.A. to the Registrar
- Indian Institute of Technology (Banaras Hindu University).


Joint Registrar (Admin.)