

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE

प्रबंध शिखर, राऊ-पीथमपुर रोड, इंदौर - 453 556
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निविदा क्रमांक/Tender No: IIMI/2018-19/41



दिनांक/ Date: February 27, 2019

NOTICE INVITING TENDER FOR SELECTING TRAVEL AGENCY FOR BOOKING OF DOMESTIC AND INTERNATIONAL AIR TICKETS

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में IATA पंजीकृत, प्रतिष्ठित और अनुभवी ट्रेवल एजेंसियों से निम्नलिखित सेवा के लिए ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है।

Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bids systems from IATA registered, reputed and experienced travel agencies for the following services:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	निविदा की अनुमानित कीमत Estimated Cost of Tender (Rs.)	अग्रिम जमा EMD (Rs.)	निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes) (Rs.)
Selection of Travel Agency for Booking of Domestic and International Air Tickets and Travel Related Allied Services Such as VISA, Insurance, Foreign Exchange etc.	300 Lakh	6 Lakh	2,500/-

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से ऑनलाइन जमा किये जाने की अंतिम तिथि और समय तक प्रस्तुत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and bid is to be submitted online only through the same portal up to the last date and time of submission of tender.

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender	27-02-2019	1730 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	27-02-2019	1730 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	13-03-2019	1500 Hrs.
04	अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय Closing date & time for Submission of EMD & Tender Fee	13-03-2019	1500 Hrs.
05	तकनीकी बोलियों का खोला जाना Opening of Technical Bids	14-03-2019	1500 Hrs.

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1. ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

2. TECHNICAL SPECIFICATION (Schedule of Requirement):

- i) Booking and issuing of international and domestic air tickets including pre-paid tickets.
- ii) Assistance for obtaining visa to facilitate international travel and for that purpose submitting and collecting passport at the embassies.
- iii) Facilitating towards Issuance of foreign exchange as per RBI guidelines.
- iv) Obtaining Travel related insurance including overseas medical insurance.
- v) Ensuring receipts of proper statement from airlines on discounts gained on deal codes secured by the Institute and ensuring proper utilization thereof.
- vi) Assisting the Institute in securing deal codes with other airlines.
- vii) The agency will always be available for booking / cancellation / rescheduling etc. on seven days a week and 24 x 7.
- viii) Assisting institute's travelers in getting enrolled in frequent flyer programmes.

Other Terms and Conditions:

- i) The Travel Agency will be responsible for compliance with all central and state laws as per rules/regulations / bye-laws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.
- ii) The Travel Agency shall not assign the contract or any part thereof to any other Agency/party without the prior written consent /approval of the Institute. The Travel Agency shall also not sub-let the work or part thereof except with the prior written consent of the institute and such consent, even if provided, shall not relieve the Travel Agency from any liability or any obligation under the contract.
- iii) The Travel Agency will have to submit monthly report showing the amount on ticket booking airline wise / sector-wise / booking type / domestic / international / sector-wise with fair of concerned airline.
- iv) Based on results of the Technical evaluation including Eligibility Criteria, the institute will evaluate the Financial Bid of those Bidders who met the technical evaluation criteria. The Financial Bid of the bidder having the highest weightage score will be considered for award of contract.
- v) The estimated tender amount specified in **Estimated Tender Value** is for reference purpose only and the institute does not guarantee for any such volume of tickets/revenue.

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of ₹2,500/- (Rupees Two Thousand Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- b) **EMD of ₹6,00,000/- (Six Lakh only)** should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- c) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) alongwith the tender to this effect.
- d) **The bidders who seeks exemption from Tender fee/EMD as per clause no. 3(c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**
- e) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee as per Sl. No. 14 (a).
- f) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- g) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- h) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.
- i) The details pertaining to Tender fee/EMD (if any) are to be filled as per Annexure-I.

4. ELIGIBILITY CRITERIA

4.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

4.2 Statutory Documents:

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) The Agency should have been providing domestic / international air ticket booking services, to at least two reputed Government institutional customers like Educational institutions / PSUs/MNCs/ Public Sector Banks/ Large Corporates during each of the last three financial years ended 2017-18. Copies of Purchase Order/ Contract to be submitted as per Annexure- III.
- d) Average financial turnover for the last three years ending 31st March 2018 should be at least 30% of Estimated Tender Value. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-IV.
- e) The Travel Agency should have an Indore based office with staff available for personal assistance all days and should have certificate of shop on establishment. Copy of shop establishment certificate to be enclosed.
- f) The Travel Agency can be a sole proprietor concern/ partnership firm/ company and should be registered with Registrar of Firms / Companies/LLP, wherever applicable. Certificate for the same to be enclosed.
- g) The Travel Agency should have IATA Registration. Copy of registration to be enclosed.
- h) The Travel Agency should be approved by IATA and/or as applicable and Central Government authorities for overseas and domestic air ticket bookings. Copy of the same to be submitted.
- i) The Travel Agency should be equipped with the requisite infrastructure in the form of Airline Computerized Reservation Systems (CRS), electronic mail and other modern communication systems. Self-Declaration to be submitted.
- j) The Travel Agency should be prepared to deliver the requisite services on Sundays / Holidays also and in short notice, if so required by the Institute. Self-Declaration to be submitted.

4.3 Technical Criteria:

Bidders should comply the specification of the tendered item in all respect, No deviations are acceptable. The detailed format is attached at Annexure-VI. The bidder is to complete the same in all respect and submit accordingly.

5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information as per Annexure-VII. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection.

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

6. TIME SCHEDULE

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	Date & Time of Online Publication/Download of Tender	27-02-2019	1730 Hrs.
02	Bid Submission Start Date & Time	27-02-2019	1730 Hrs.
03	Bid Submission Close Date & Time	13-03-2019	1500 Hrs.
04	Closing date & time for Submission of EMD & Tender Fee	13-03-2019	1500 Hrs.
05	Opening of Technical Bids	14-03-2019	1500 Hrs.

7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

8. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.

9. BID SUBMISSION

9.1 Instruction to Bidder:

Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal. The registration is completely free of charge.

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll Free contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

9.2 Online Bid Submission Procedure:

OID: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF of PAN Card.
2. [Packet-2](#): Duly Completed Scanned PDF of GST.
3. [Packet-3](#): Duly Completed Scanned PDF of Registration Certificate.

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I with transactions details for Tender Fee & EMD.
2. [Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.
3. [Packet-3](#) : Duly Completed Scanned PDF copy of Annexure-III with supporting documents
4. [Packet-4](#) : Duly Completed Scanned PDF copy of Annexure-IV with supporting documents
5. [Packet-5](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(e)
6. [Packet-6](#) Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(f)
7. [Packet-7](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(g)
8. [Packet-8](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(h)
9. [Packet-9](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(i).

10. [Packet-10](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(j)
11. [Packet-11](#): Duly Completed Scanned PDF copy of Annexure-V.
12. [Packet-12](#): Duly Completed Scanned PDF copy of Annexure-VI.

Cover-2: The BOQ should be downloaded from the website and should comprise of the following items.

1. [Packet-1](#): Financial Bid as per Annexure-VII in PDF version Filled with all relevant information.

9.3 Online Submission of Tender Fee & EMD:

It is also required to submit Tender Fee & EMD through NEFT or RTGS at the following account before 13-03-2019 at 1500 hrs.

Name of beneficiary: Indian Institute of Management Indore

Address: Rau-Pithampur Road, Indore-453556, M.P.

Account No.: 53018623445

Name of the Bank: State Bank of India

Branch Address: IIM Indore Campus

IFSC Code: SBIN0030525

10. BID OPENING

- a) Technical Bids will be opened on 14-03-2019 at 1500 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) Bids should be summarily rejected, if tender is submitted other than through online or original EMD & Tender Fee are not submitted within stipulated date / time.

11. BID EVALUATION

- a) The offer which meets the NIT requirements, technically (including eligibility criteria) and commercially, shall be eligible for further consideration. Before opening of the financial bids, offers of all techno-commercially acceptable tenderers shall be at par.
- b) Based on results of the Technical evaluation, IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation.
- c) The commercial bid will be evaluated as follows:

Sr. No.	Scope of Work	Weightage
1.	Domestic Air Tickets	70%
2.	International Air Tickets	5%
3.	Date Change & Reissue	5%
4.	Ticket Cancellation	5%
5	Visa Processing	5%
6.	Overseas Travel Insurance	5%
7.	Currency Exchange	5%
Total		100%

- d) The Commercial Bid with the lowest price after giving the weightage of each components as mentioned above, will be the highest evaluated bid.

12. PAYMENT TERMS

- a) **No advance payment will be made in any case.**
- b) Service Provider shall raise invoices on monthly basis on completion of each month. Payment will be made within 30 days after deducting penalty amount (if any), on receipt of bills.
- c) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Contractor's bills.

13. PENALTY CLAUSE

- a) In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
- b) The Travel Agency will have to provide all the prescribed travel related services in time. If the Agency fails to provide tickets and other Travel related services within the reasonable time, the Agency will be solely responsible for the same and no payment will be made for it.

14. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security in the form of DD/TDR/FDR/Bank Guarantee Rs.1,00,000/- (Rupees One Lakh Only) valid for contract period plus three months at the earliest. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

- d) In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.
- f) The losses to the Institute which are directly attributable to the Agency shall be deducted from the bills /adjusted from the performance guarantee.

15. CONTRCT PERIOD

- a) The contract will be initially valid for a period of two years and extendable for one more year entirely at the Institute's discretion, subject to the satisfactory performance of the Agency. The performance will be evaluated annually.
- b) If the registration certificate of IATA is withdrawn or cancelled during the contract period, then the contract of the Agency will automatically stand cancelled.
- c) IIM Indore can terminate the contract with one-month notice in case the services are not found satisfactory. In such a case, IIM Indore will pay on actual work basis for the duration for which the services were used during the period in question, after deducting penalty, if any.

16. DELIVERY SCHEDULE

The successful bidder should start the services within 30 days (Maximum) from the receipt of the purchase order.

17. TERMS AND CONDITIONS

17.1 Termination for Insolvency:

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter

17.2 Force Majeure:

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its

contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

17.3. Arbitration & Jurisdiction:

- a) That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, IIM Indore. The award of the said arbitrator shall be binding on both parties.
- b) Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Indore shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
- c) The courts at Indore, Madhya Pradesh shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

17.4. Other Conditions:

- a) The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIM Indore reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- f) Conditional tenders will not be considered in any case.
- g) Tender fees will not be refunded if the bidder does not submit the online bid on CPP portal by due date and time

- h) IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.**

ANNEXURE – I

To
Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Sub: - Self declaration certificate

Ref : - Tender No. IIMI/2018-19/41 dated 27-02-2019
(Notice Inviting Tender for Selection of Travel Agency for Booking Domestic and International Air Tickets)

Sir,

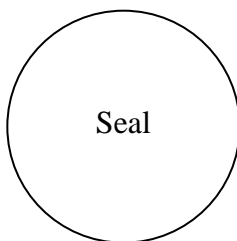
1. I /we hereby submit our tender for Selection of Travel Agency for Booking Domestic and International Air Tickets for two years along with other required documents.
2. I/ We enclosed herewith the following in favour of Indian Institute of Management Indore towards EMD & Tender Fee.

Particular	Amount	Payment Details (UTR No.)	Payment Date	Supporting documents are to be attached along with the Annexure-I
Tender Fee (Including Tax)	₹1,500/-			
EMD	₹6,00,000/-			

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

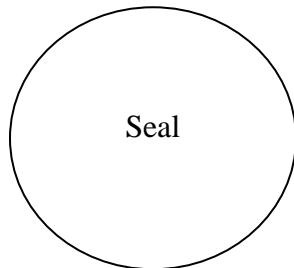
ANNEXURE – III

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

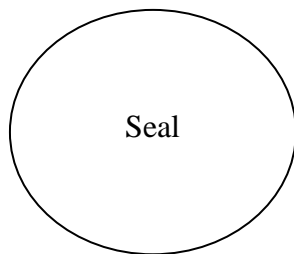
Contact No.:

ANNEXURE – III

Work Order Details:

Evaluation Criteria	Year	Name of the Client	Order No. & Date	Amount	Remark
The Agency should have been providing domestic / international air ticket booking services, to at least two reputed Government institutional customers like Educational institutions / PSUs/MNCs/ Public Sector Banks/ Large Corporates during each of the last three financial years ended 2017-18. Copies of Purchase Order/ Contract to be submitted as per Annexure- III.	2015-16				Copies of Purchase Order/ Contract to be submitted as per Annexure- III.
	2016-17				
	2017-18				

Date:



Place:

Authorized Signatory

Name:

Designation:

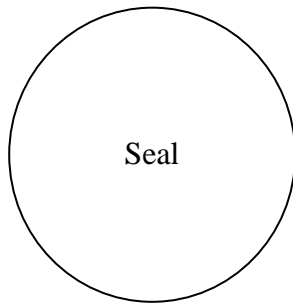
Contact No.:

ANNEXURE – IV

Annual Turnover Details:

<i>Evaluation Criteria</i>			<i>Remarks</i>
Average financial turnover for the last three years ending 31st March 2018 should be at least 30% of Estimated Tender Value.	Financial Year	Turnover in Rs.	-
	2017-18		Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-IV.
	2016-17		
	2015-16		

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

ANNEXURE –V

COMPANY PROFILE

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
Sales / Service Tax Registration Number		
Office Address for Postal Communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

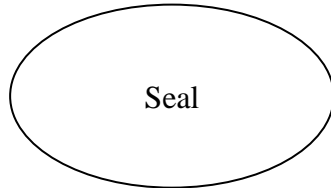
Date:

Full Address:

ANNEXURE – VI**TECHNICAL BID**

Sl.	Selection of Travel Agency for Booking of Domestic and International Air Tickets and allied services	Compliance by the Vendor (Yes / No.)
(a)	Booking and issuing of international and domestic air tickets including pre-paid tickets.	
(b)	Assistance for obtaining visa to facilitate international travel and for that purpose submitting and collecting passport at the embassies.	
(c)	Facilitating towards Issuance of foreign exchange as per RBI guidelines.	
(d)	Obtaining Travel related insurance including overseas medical insurance.	
(e)	Ensuring receipts of proper statement from airlines on discounts gained on deal codes secured by the Institute and ensuring proper utilization thereof.	
(f)	Assisting the Institute in securing deal codes with other airlines.	
(g)	The agency will always be available for booking / cancellation / rescheduling etc. on seven days a week and 24 x 7.	
(h)	Assisting institute's travelers in getting enrolled in frequent flyer programmes.	

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

ANNEXURE –VII

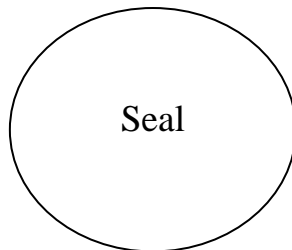
FINANCIAL BID (BOQ)

Sr. No.	Scope of Work	Service Charges INR (Exclusive of Taxes)	Weightage	Applicable tax percentage, if any
1.	Domestic Air Tickets	Rs...../- (Rupees.....)	70%	
2.	International Air Tickets	Rs...../- (Rupees.....)	5%	
3.	Date Change & Reissue	Rs...../- (Rupees.....)	5%	
4.	Ticket Cancellation	Rs...../- (Rupees.....)	5%	
5.	Visa Processing	Rs...../- (Rupees.....)	5%	
6.	Overseas Travel Insurance	Rs...../- (Rupees.....)	5%	
7.	Currency Exchange	Agent Commission Percentage	5%	

Date:

Authorized Signatory:

Place:



Name:

Designation