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Directorate of Services  
Ministry of Foreign Affairs  
Royal Government of Bhutan

MFA/DoS/QUOT/TKT (23)/2018-2019/ 1119

19<sup>th</sup> March, 2019

**Notice Inviting Quotation: Air Ticket (Re-tender)**

Sealed rates are invited from authorized travel agents for air ticket for the following sector:

Date (DD/MM/YY)	From	To	Class	Number of Passengers	Remarks
04/05/2019	Paro	Delhi	2 Business 8 Economy	10 pax	Round trip
05/05/2019	Delhi	Geneva			
11/05/2019	Geneva	Delhi			
12/05/2019	Delhi	Paro			

**Note: Please quote for routes that do not require Schengen VISA.**

Type of Airline : Mention the Airline name and itinerary clearly.

**Terms and Conditions:**

1. All bids must be submitted in a sealed envelope (plain) addressed to **Asst. Procurement Officer, Directorate of Services, Ministry of Foreign Affairs** and should be marked as **“Quotation for Air Ticket with its respective sectors”** on **22<sup>nd</sup> March, 2019** on or before **11:30 AM**. And it will be opened at **12:30 AM** on the same day. The quotation received after the deadline of submission shall be rejected as received late.
2. The rate should be quoted as per the sector given above and will be selected for the most **economical route** (the most direct and the shortest route). However, bidders are requested not to quote for budgeted airlines.
3. The Bidder (s) shall enclose a copy of **valid trade license, tax clearance certificate** and a **bid security** along with its bid.
4. The bidder should furnish interest free bid security of **Nu.20, 000/- (Nu. Twenty Thousand)** only in lump sum. The bid security of the winning bid shall be converted as a Performance Security. The bid security must be drawn in favor of **Director, Directorate of Services, Ministry of Foreign Affairs** in the form of a demand draft or cash warrant. The validity of the bid security shall be for a minimum period of six months. However, those bidders who have submitted such instrument earlier will not be required to re-submit again provided the amount required is same and the validity is not expired.
5. The bid security of the bidder failing to provide services after the award shall be forfeited and the services shall be outsourced from the other travel/ticketing agent in the market and the difference amount shall be borne by the lowest bidder.



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6. The rates quoted shall not be subject to change for the duration of **5 hours after the opening of the quotation.**
7. Conditional quotations entailing an increase of fares or change of airlines at the time of travel and offers such as wait list or offering alternative route shall not be accepted.
8. Bidders should always provide quotes for full fare on “Economy” with **confirmed** seats only. And for Business Class whenever asked.
9. Cancellation and rebooking charges per ticket maybe specifically mentioned, wherever applicable.
10. The travel agent (s) is required to quote as per the sectors mentioned above and in the **reliable Airlines.**
11. All rates should be mentioned in our local currency and should be inclusive of all incidental charges of Air service agents (Druk Air or Bhutan Airlines)
12. Payment shall be made only after availing the travel and only upon submission of duly verified bills.
13. The procuring agency reserves the right to award sector wise whoever found cheaper besides route and schedule conveniences.
14. Bids shall be **rejected** or bidders shall **de-barred** from participating in the bidding process if they are found involved in any form of corruption or in collusion with the client.

Yours Sincerely,

  
(Jambay Lhamo)  
**Asst. Procurement Officer**

**Cc:**

1. Office Copy
2. The Sr. Finance Officer, FD, DOS, MFA for kind information & to meet the above expenses from the UNDP, the OHCHR and MD travel budget.
3. The ICTD, DoS, MFA to kindly upload the quotation in the Ministry’s website on the same day.
4. The Chief, Social & Humanitarian Division, Multilateral Department, MFA for kind information & submission of confirmed name list along with the passport copies to the Procurement Unit prior to bid opening.