



དཔལ་ལྷན་འབྲུག་གཞུང་ ཕྱི་འབྲེལ་དང་ཕྱི་རྒྱུ་རྒྱུ་ལྷན་ཁག།
MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE
ROYAL GOVERNMENT OF BHUTAN

MFAET/OOS/QUOT/TKT (23)/2022-2023/154

20 November 2023

Inviting for Air Ticket Quotation

We invite sealed quotations from authorized travel agents for air ticket for the following sector:

Date of Travel (DD/MM/YYYY)	Sector	Class	Number of Passenger	Remarks
30.11.2023	Paro-Delhi-Brussels	Economy Class	1 pax	Flight with high baggage allowance

Type of Airline: Please mention the Airline name and itinerary clearly

Terms and Conditions:

1. All bids must be submitted in a sealed envelope (plain) addressed to **Human Resource Services, Ministry of Foreign affairs and External Trade**, should be marked as **“Quotation for Air Ticket with its respective sectors”** on **21st November, 2023** on or before 12:00 PM and it will open at 3:00 PM on the same day. The quotation received after the deadline of submission shall be rejected / will not entertain.
2. The rate should be quoted as per the sector, airlines and timing given above.
3. The Bidder (s) shall enclose a copy of **valid trade license, tax clearance certificate** along with its bid.
4. The rates quoted shall not be subject to change for the duration of **5 hours after the opening of the quotation**.
5. 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 routes shall not be accepted.
6. Bidders should always provide quotes for full fare on **“Economy”** with **CONFIRMED** seats only.
7. **Bidders shall quote for flexible tickets to enable change and refund in the event of any unavoidable circumstances.** Cancellation and rebooking charges per ticket may be specifically mentioned, wherever applicable.
8. The travel agent (s) is required to quote as per the sectors mentioned above and in the most **RELIABLE Airlines with good COVID-19 safety measures**.
9. 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) and if you are the lowest bidder, we will contact you.
10. Payment shall be made only after availing the travel and only upon submission of duly verified bills.
11. The procuring agency reserves the right to award sector wise whoever found cheaper besides route and schedule conveniences.
12. 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.

Sincerely,

(Tenzin)
Dy. Chief HRO

Copy to:

1. Dy. CFO, Finance Division, MoFAET for information and necessary action
2. Office copy