



BOBP/ADMN/2024

Date: 30.12.2024

Sub: Inviting quotations for Domestic/International Travel-related air ticket booking Agents/Company - Reg.

Bay of Bengal Programme, Inter-governmental organisation (BOBP-IGO), Chennai-600 018. Invites Sealed quotations in the form of commercial bids for domestic/international travel-related booking agents/companies. The scope of work and other terms & conditions are mentioned here under: -

TERMS AND CONDITIONS

1. SCOPE OF WORK

- a. Providing domestic/international travel-related Air ticket bookings for the Bay of Bengal Programme, Inter-Governmental Organisation staff, and functionaries.
- b. Make an itinerary of travel for the user that is the most cost-effective and the most suitable to the user.

2. QUALIFICATIONS OF BIDDERS

- a. The Agency should furnish the valid details as mentioned in the annexure – I (Part 1).
 - b. The Agency may be a sole proprietary concern, partnership firm or a company and should be registered with the Registrar of Firms/Companies, whichever is applicable.
 - c. Agency should have GST Registration Number or PAN Number and Aadhar card in case of proprietary concern
 - d. The Agency should be equipped with the requisite infrastructure in the form of Airline Computerised Reservation Systems (CRS), electronic mail and other modern communication systems.
 - e. The agency should have been providing domestic/international travel related air ticket booking services to reputed institutional customers.
3. The agency shall also be liable for depositing all taxes, levies, Cess, etc., on account of service rendered by it to the Bay of Bengal Programme, Inter-Governmental Organisation, and concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
4. **EVALUATION OF BIDS:** Bids will be evaluated based on financial criteria. Only those agencies whose financial bids qualify for the minimum requirement in economic evaluation will be opened.

FINANCIAL BID PARAMETERS

1. Based on the financial parameters of the Bay of Bengal Programme, Inter-Governmental Organisation may, at its discretion, prepare a panel containing up to three agencies to obtain service.

2. **TENURE OF CONTRACT:** The tenure of the contract shall ordinarily be ONE YEAR. However, the competent authority in the Bay of Bengal Programme, Inter-Governmental Organisation may at his/her discretion, allow extension of the tenure of contract.
3. **SATISFACTORY SERVICES–** The decisions of The Director, the Bay of Bengal Programme, Inter-Governmental Organisation or any other officer authorized by the Director, the Bay of Bengal Programme, Inter-Governmental Organisation, shall be final and binding on the agency for the purpose of determining satisfactory services.
4. **PROHIBITION OF SUBCONTRACT—**The agency shall not appoint any subcontract for this work under any circumstances.
5. **RESOLUTION OF DISPUTE–** In case of dispute the decisions of The Director, the Bay of Bengal Programme, Inter-Governmental Organisation shall be final.
6. **PAYMENT—**Payment will be released upon submission of invoices by cheque or online payment. The agency shall allow the credit period.
7. **SUBMISSION OF QUOTATION–** The quotations must be submitted as mentioned in Annexure – I & II.
8. The contractor shall seal the quotation in an envelope along with the address of the bidder and address it to “**The Director, Bay of Bengal Programme, IGO, 91, Saint Mary's Road, Abhiramapuram, Chennai - 600 018, Tamil Nadu**”. The envelope will also bear the following identification:-
 - Quotation for **Annual Rate Contract for Domestic/International Travel Related Air Tickets**
9. The last date for submitting the quotation: Quotations will be accepted at the reception of the Bay of Bengal Programme, Inter-Governmental Organisation, until 6.00 PM 22/01/2025
10. **Opening of Quotation—**The bids will be opened on 25/01.2025 at 11:00 AM.
11. The Bay of Bengal Programme, Inter-Governmental Organisation reserves the right to reject any or all of the quotations without assigning any reason.

Director

Annexure - 1

Financial Bid for Empanelment of Agency for Booking of Domestic/International Air Tickets

PART 1: SUPPLIER INFORMATION		
No.	Particulars	Details of the Travel Agent/Company
1	Registered Company Name	
2	Company Owner	
3	Registered Place of Business/Address	
4	Name of the contact person	
5	Phone Numbers	
6	E-Mail Address	
7	Detail of PAN No. (Company/Proprietor)	
8	Detail of GST No.	
9	Details of your organisation's scope of products/services:	

*Amount to be quoted exclusive of applicable taxes.

*The rate may be stated separately in the invoice.

Place: Chennai

(Signature)

Date :

Annexure – II

PART 2: SUPPLIER QUOTATION DETAILS		
Sl. No.	Particulars	Details to be filled by the agency
1	The service charge for booking, reissuing & cancellation of domestic tickets (per sector)	
2	The service charge for booking, reissuing & cancellation of international tickets (per sector)	
3	Visa assistance charges (Per head)	
4	Service charges for securing Travel Insurance	
5	Maximum credit period for payments	

*Amount to be quoted exclusive of applicable taxes.

*The rate may be stated separately in the invoice.

Place: Chennai

Date:

(Signature)