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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUTURE & TRANSPORT
PROCUREMENT DIVISION



MoIT/Sec-Office/Proc-Divi/Air-ticketing/2023-2024/

Date:20/02/2024

To
 M/s.....

Sub: Full Round trip Air Ticket Quotation

Sir/Madam

The Secretary Office, Ministry of Infrastructure & Transport, Thimphu is pleased to invite sealed bids from interested travel/air ticketing agents having valid trade licenses for providing full round-trip air ticketing services for the following sectors. The interested air ticketing firm is/are requested to furnish their offer as per the terms and conditions mentioned hereunder:

No of officials	Sector	Date of departure
12(Twelve)	Paro to Bangkok	19 th March 2024 travel going
do	Bangkok to Kaula Lumpur, Malaysia	10 th March 2024 travel going
do	Kaulapur Lampur, Malaysia to Bangkok	16-03-2024 return & halt at Bangkok.
do	Bangko to Paro	17-03-2024 /Return

This is for your kind information and submission of the most competitive offer as per the brief terms and conditions mentioned here, please.

1. Rate: The unconditional rate per person should be quoted for full fare in Economy Class as per the sector and travel date mentioned above inclusive of all taxes and levies if any and it should be for the most direct route.
2. Payment: The payment shall be made after completing the round trip.
3. TDS: As per RGoB rule if applicable.
4. Airline and Seats: The airline and seats must be confirmed while submitting the quotation.
5. Award Criteria: The bidder fulfilling the requirement shall be evaluated as the best-evaluated bid.
6. Travelers Detail: The details of the travelers will be provided in the work order.
7. Quotation for air ticket: The sealed quotation marked as "Quotation for air ticket" should be submitted to the Head, Secretary Office, MoIT, Thimphu on or before 26/02/2024 at 2.00 PM (BST) and will be opened on the same day at 2.30 PM in presence of the bidder or their representative who chose to attend the opening.



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- 8. Late Bid: Any bid received late will be declared "Late" and will be rejected and returned unopened to the bidder concerned.
 - 9. Successful bidder: The successful bidder should submit the photocopy of every ticket along with the invoices for processing of payment.
 - 10. Withdrawal of bid: In case of lowest evaluated bidder withdraws the bid then the second lowest evaluated bidder shall be awarded to purchase and issue the air tickets at the cost and risk of the 1st lowest bidder and the difference of amount per traveler shall be borne by the 1st lowest bidder unconditionally.

Thanking you



Yours Sincerely

(Pema Dukpa)
Procurement Officer
Ministry of Infrasturcture and Transport,
Thimphu **Ministry of Infrastructure & Transport**
Thimphu : Bhutan