

FORE SCHOOL OF MANAGEMENT, NEW DELHI

INVITATION OF TENDER

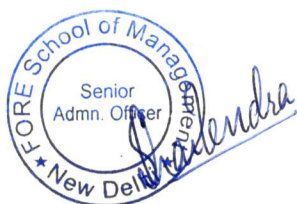
DATE OF INVITATION: 14.02.2023

CLOSING DATE: 06.03.2023 (5:00 PM)

FORE School of Management, New Delhi is looking for the Travel Agency to assist in travelling of students to Singapore as per the attached format. In case you are interested, you may send your quote for the said job in a sealed envelope mentioning **"Quotation for IIP- 2023 (Singapore)"** by courier or to be dropped in the box kept with the security gate of FORE School of Management, B-18, Qutub Institutional Area, New Delhi as per the requirement mentioned in the attached format latest by **1700 Hrs. on Monday, March 06, 2023.**

Terms and Conditions:

1. The Travel Agency must be a registered company and have at least 5-7 years of experience in tours & travel.
2. The Travel Agency must have a registered office in Delhi-NCR having 15-20 staff members.
3. The Travel Agency have to submit the quotes in 2 parts i.e., Technical and Financial in separate sealed envelopes. NO quote/ document will be actioned if received on email.
4. The Technical part must have the following documents:
 - (a) PAN Card of the company
 - (b) GST certificate of the company
 - (c) Details of such type of tours conducted during last 2 years with the name of the company/ Institute/college with the name of person to be contacted and his/her contact details.
5. Once selected, Travel Agency has to provide all documents i.e., Air Ticket, VISA, Travel Insurance, Travel Guidelines etc. as a TRAVEL KIT at least 10 days in advance from the date of travel (23rd April 2023).
6. Travel Agent/ Tour Escort will carry a Credit Card (with a limit of minimum USD 10,000) to cater for any emergency of the group for health/travel/stay with NO cost implication on FORE School of Management for carrying the Credit Card. The actual amount spent through the Credit Card shall be paid by the Institute within 15 days of return from the tour.
7. The Tour Escort travelling with the team should be responsible for handling in person all types of travel requirements/ issues related to the group.



8. The Travel Agent shall be responsible to handle in person all kinds of emergency with the group from departure to arrival at the Delhi airport.
9. The rates quoted must be firm (cannot be changed) and applicable for at least 21 days from the closure of the date of invitation of quotes until the award of the contract.
10. **Payment Terms:** 30% of the contracted amount will be paid within 15 days of signing of contract, another 50% of the contracted amount will be paid after providing tickets, insurance and VISA. The remaining 20% shall be paid within 30 days of return from the tour.
11. FORE School of Management reserves the right to reject/accept the Tender without assigning any reason.
12. In case of any query, please contact Purchase Committee through email:
purchase-committee@fsm.ac.in


(Shailendra Kumar)
Sr. Admin. Officer



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PROPOSED TIMETABLE					
Flight Details	Flight No	From-To	Date of travel	As per Plan	Departure & Arrival Time
Flight 1 (Non-Stop)		DEL-SIN	23-Apr-23	Arrival by Afternoon of April 23, 2023	
Flight 2 (Non-Stop)		DEL-SIN	23-Apr-23	Arrival by Afternoon of April 23, 2023	
Flight 3 (Non-Stop) - If required		DEL-SIN	23-Apr-23	Arrival by Afternoon of April 23, 2023	
Flight 4 (Non-Stop)		SIN-DEL	29-Apr-23	Departure by Forenoon of April 29, 2023	
Flight 5 (Non-Stop)		SIN-DEL	29-Apr-23	Departure by Forenoon of April 29, 2023	
Flight 6 (Non-Stop) - If required		SIN-DEL	29-Apr-23	Departure by Forenoon of April 29, 2023	

1. Kindly accommodate all the passengers in atleast 2 flights.
2. Travel Agent has to provide all documents i.e., Air Ticket, VISA, Travel Insurance, Travel Guidelines etc. as a TRAVEL KIT at least 10 days in advance from the date of travel (23rd April 2023).
3. Travel Agent/ Tour Escort will carry a Credit Card (with a limit of minimum \$ 10,000) to cater for any emergency of the group for healthy/travel/stay with NO cost implication on FORE School of Management for carrying the Credit Card. The actual amount spent through the Credit Card shall be paid by the Institute within 15 days of return from the tour.
4. The Tour Escort travelling with the team should be responsible for handling in person all types of travel requirements/ problems related to the group.
5. The Travel Agent shall be responsible to handle in person all kinds of emergency with the group from departure to arrival at the Delhi airport.
6. Payment Terms: Within 15 days of signing of contract, 30% of the contracted amount will be paid, another 50% of the contracted amount will be paid after issue of tickets, insurance and VISA. The remaining 20% shall be paid within 30 days of return from the tour.
7. The rates quoted must be firm (cannot be changed) and applicable for at least 21 days from the closure of the date of invitation of quotes until the award of the contract.
8. After signing the agreement, in case the Travel Agency backs out or fails to comply with the TOR, a penalty of 10% of the total cost of the contract amount shall be levied on the Travel Agency in addition to returning to the Institute the advance money already paid to the Travel Agency.
9. Clearly specify for the **"Other Charges (if any)"**
10. In case of any query, please write to Purchase Committee on email i.d. purchase-committee@fsm.ac.in

