

FORE SCHOOL OF MANAGEMENT, NEW DELHI

INVITATION OF TENDER

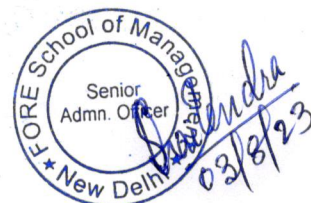
DATE OF INVITATION: 03.08.2023

CLOSING DATE: 14.08.2023

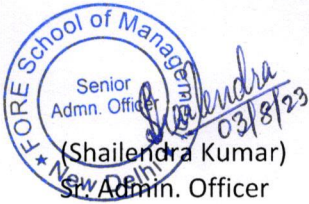
FORE School of Management, New Delhi is looking for the Travel Agency to assist in travelling of faculty members to Manila, Philippines as per the attached format. In case you are interested, you may send your quote for the said job in a sealed envelope mentioning **"Quotation for FEP- 2023 (Manila, Philippines)"** 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 **1100 Hrs. on Monday, August 14, 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 and should be able to provide a dedicated staff to execute the work/task.
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/collage 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 (20th November 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 2 weeks 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 maximum of 2 weeks 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 10 days of signing of contract, another 60% of the contracted amount will be paid after providing tickets, insurance, VISA and Hotel Voucher. The remaining 10% shall be paid within 10 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/clarification, please contact Mr. Shailendra Kumar at 011-41242424 Extn: 421 from Monday to Friday between 1100 Hrs. to 1600 Hrs. or write to Chairman (Purchase Committee) at chair-purchase@fsm.ac.in


(Shailendra Kumar)
Sr. Admin. Officer

FORMAT OF QUOTES

FORMAT OF QUOTES						
Sl. No	Item Description	No. of Pax	Rate/ Pax	GST %	GST Amount	Total Amount
A	DELHI-MANILA (Atleast 2 Flights)	55 +/- 5				
1	Air Fare					
2	Visa Fee					
3	Travel Insurance & Medical Insurance					
4	Tour Escort (Well Qualified & Motivated)	2				
5	Management Fee (if any)					
	TOTAL -A					
B	LAND COST					
	Single Occupancy Room (Standard Size) (3 nights in 4 Star)					
1	Sightseeing (entry fee, rides & any other except transportation) Please see the detailed "Proposed Itinerary" Note below					
2	Transfers cost for sightseeing (2 Luxury Buses with water).					
3	Conference Facility Charges (capacity - 60; with all modern amenities of conferencing; i.e., laptop, projector, sound system, collar mike etc.)					
4	Airport Transfers (from and to the airport at Manila)					
5						
C	Govt. Service Tax					
	Per Pax					
	Total (A+B+C) Single Occupancy					
	Name of the Hotel (only 4 Star at prime location)					
Facilities Included in Package Cost						
1	Visa Fee		Included			
2	Travel and Medical Insurance		Included			
3	Airport Taxes		Included			
4	Airfare		Included			
5	Sightseeing Transportation		Included			
7	Local Sightseeing per person Charges including Entrance Fee and Rides		Included			
8	Airport Transfers at Manila (Airport-Hotel-Airport)		Included			
9	Breakfast in Hotel		Included			
10	Lunch and Dinner as in the proposed itinerary		Included			
11	Conference Facility		Included			
12	Any other charges		Extra			
PROPOSED ITINERARY						
Departure: Delhi		Day-1 (20 Nov 2023, Morning)		Arrival : Manila at FORENOON		
				Check-in at Hotel		
				Lunch at Hotel		
				Visit to local Sightseeing (3 to 9 PM)		
				Dinner (continental)		
				Drop at Hotel		
		Day-2 (21 Nov 2023)		After Breakfast, Full day Conference upto 5 P.M. + Lunch in Hotel + Twice Tea/ Snacks in between the sessions.		
		Day-3 (22 Nov 2023)		After Breakfast, Full day Tour with Lunch, Tall Volcano and Pagsanjan Falls sites inclusive		
				Dinner at river bank + Drop at Hotel		
Departure: Manila		Day-4 (23 Nov 2023)		After Breakfast, Check-out and Drop at Airport with packed lunch (veg/non-veg).		

