

FORE SCHOOL OF MANAGEMENT, NEW DELHI

INVITATION OF TENDER

DATE OF INVITATION: 29.11.2023

CLOSING DATE: 11.12.2023 (till 1100 Hrs.)

FORE School of Management, New Delhi is looking for the Travel Agency to assist in travelling of students to Frankfurt, Germany 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- 2024 (Frankfurt)"** 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, December 11, 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/collage with the name of person to be contacted and his/her contact details on the company letter head duly signed and stamped.
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 (24th February 2024).
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 at least 21 days from the closure of the date of invitation of quotes until the award of the contract.
10. After signing the agreement (ToR), in case the TA backs out or fails to comply with the ToR, a penalty of 10 per cent of the total cost of the contract agreement shall be levied on the TA in addition to returning to the Institute the advance money already paid to the TA.
11. 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.
12. FORE School of Management reserves the right to reject/accept the Tender without assigning any reason.

For any query/clarification, please contact on 011-41242421 Monday to Friday between 10:00 Hours to 16:00 Hours OR visit to Chairman (Purchase Committee) at chair-purchase@fsm.ac.in



FORMAT FOR QUOTES						
Sl. No.	Item Description	No. of Pax (approx.)	Rate	Service Charge	Tax/GST	Total Amount per Pax
			Cost per Person			
A.	DELHI-FRANKFURT (2 Flights : 62 each)	120 + 4 FOC				
1	Issue of Ticket as per Itinerary					
2	Visa Fee (Education)					
3	Insurance (Standard)					
4	Tour Escort (1 in each flight)	2				
5	Management Fee (if any)					
	TOTAL -A					
B.	Govt. Tax (extra if any)					
	Total (A+B)					
Facilities Included in Package Cost						
1	Service Charge for Issue of Tickets					
2	Travel and Medical Insurance					
3	Airport Taxes					
4	Visa Fee and Charges					

PROPOSED ITINERARY					
(Tentative, shall be finalized after consultation with the FSM International Relations Office)					
Flight Details	Flight No	From-To	Date of travel	As per Plan	Departure & Arrival Time
Flight 1 (Non-Stop)		DEL-FRA	26-Feb-24	Arrival in the Afternoon of 26th Feb 2024	
Flight 2 (Non-Stop)		DEL-FRA	26-Feb-24	Arrival in the Afternoon of 26th Feb 2024	
Flight 1 (Non-Stop)		FRA-DEL	03-Mar-24	Departure in the Afternoon of 03rd March 2024	
Flight 2 (Non-Stop)		FRA-DEL	03-Mar-24	Departure in the Afternoon of 03rd March 2024	

