

FORE SCHOOL OF MANAGEMENT, NEW DELHI
INVITATION OF TENDER

DATE OF INVITATION: 23.02.2024

CLOSING DATE: 03.03.2024 (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-2024 (Singapore – NUS)**" with Hotel Accommodation and Transportation 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 Sunday, March 03, 2024.

Terms and Conditions:

1. The Travel Agency must be a registered company with and having at least 5-7 years of experience in tours & travel.
2. The Travel Agency must have a registered office in Delhi-NCR having 10-15 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) IATA Certificate (if available)
 - (b) PAN Card of the company
 - (c) GST certificate of the company
 - (d) 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 on the company letter head signed & 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 (21st April 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 15 days of return from the tour.

"Adhitam Kendra"

B-18, Qutub Institutional Area, New Delhi-110016
Phone: +91-11-41242424 to 33, 46485500 to 30
E-mail: fore@fsm.ac.in Website: www.fsm.ac.in



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. For Hotel, the Agency has to arrange Hotel for 109 students in twin sharing and 4 faculty members on single occupancy with complementary Breakfast from 21st April 2024 to 27th April 2024 (6 Nights) in any of the following Hotels for persons traveling for National University of Singapore (NUS):
 - a) YWCA
 - b) Genting Hotel
 - c) Days Hotels by Wyndham
 - d) Quay Hotel Lavender
 - e) IBIS
11. The Agency have to arrange transport facility for all students and faculty from Airport to Hotel on arrival at Singapore and Hotel to Airport according to the date and time of departure from Singapore. FORE School of Management will furnish the flight details of all passengers for Pick-up from Airport and Drop to Airport.
12. The Agency have to arrange transport facility for 109 students and 4 faculty members for daily commuting on all 5 days from Hotel to National University of Singapore (NUS) from 22nd April 2024 to 26th April 2024.
13. 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.
14. FORE School of Management reserves the right to reject/accept the Tender without assigning any reason.
15. In case of any query, please contact Purchase Committee through email: purchase-committee@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-SINGAPORE (2 Flights : 57 and 52 seats)	105 + 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.	Hotel Accommodation & Transportation					
1	5/4 Star Hotel Twin Sharing for Students and Single Sharing for Faculty	59				
2	Airport-Hotel-Airport Transfer (3 AC Luxury buses)					
3	Hotel-NUS-Hotel Transfer (3 AC Luxury buses)					
	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)			21-Apr-24	Arrival in the Afternoon of 21st April 2024	
Flight 2 (Non-Stop)			21-Apr-24	Arrival in the Afternoon of 21st April 2024	
Flight 1 (Non-Stop)			27-Apr-24	Departure in the Afternoon of 27th April 2024	
Flight 2 (Non-Stop)			27-Apr-24	Departure in the Afternoon of 27th April 2024	

