

**FORE SCHOOL OF MANAGEMENT, NEW DELHI**

**INVITATION OF TENDER**

**DATE OF INVITATION: 25<sup>th</sup> April, 2024    CLOSING DATE: 05<sup>th</sup> May, 2024 (5:00 PM)**

FORE School of Management, New Delhi is looking for the Travel Agency to assist in travelling of students to Paris (France) 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-Paris, France (Paris La Defence)**" 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 05<sup>th</sup> May, 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 (18<sup>th</sup> Sept. 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"

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 Accommodation; agency has to arrange 4 Star Hotel Rooms as follows: -
  - i. 120 students (twin sharing) and 04 faculty (FOC) on single occupancy room.
  - ii. Complimentary breakfast from 30<sup>th</sup> Sept. 2024 to 05<sup>th</sup> Oct. 2024.
11. The agency shall be arranging: -
  - i. On arrival (29<sup>th</sup> Sept. 2024) transportation facility from Paris Airport to Hotel.
  - ii. Transport arrangements from Hotel to ESSEC, Paris La Defence Campus and return, during 30<sup>th</sup> Sept. 2024 to 04<sup>th</sup> Oct. 2024.
  - iii. Transport facility from Hotel to Airport as per the flight scheduled.
12. The Agency have to arrange transport facility for 120 students and 4 faculty members for daily commuting on all 5 days from Hotel to ESSEC Business School Paris La Defence (France) from 30<sup>th</sup> September 2024 to 04<sup>th</sup> October 2024.
13. Payment Terms: 30% of the contract amount will be paid on signing of contract, another 50% of the contract amount will be paid after providing tickets, insurance and VISA. The remaining 20% shall be paid within 15 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](mailto:purchase-committee@fsm.ac.in)



### FORMAT FOR QUOTES

Sl. No.	Item Description	No. of Pax (approx.)	Rate Cost per Pax	Service Charge	Tax/GST	Total Amount per Pax
A.	DELHI-PARIS (FRANCE) (2 Flights : 62 Seats in each flight)	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)					
	<b>TOTAL -A</b>					
B.	<b>Hotel Accommodation &amp; Transportation</b>	<b>No. of Pax</b>	<b>Rate Per Pax</b>	<b>Service Charge</b>	<b>Tax/ GST</b>	<b>Amount Per Pax</b>
1	4 Star Hotel Twin Sharing Room for Students	120 Pax				
2	4 Star Hotel Single Room for Faculty (FOC)	04 Pax				
3	Airport-Hotel-Airport Transfer (3 AC Luxury buses)					
4	Hotel-ESSEC-Hotel Transfer (3 AC Luxury buses)					
	<b>Total -B</b>					
	<b>Total Amount (A+B)</b>					
<b>Facilities Included in Package Cost</b>						
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)			28 <sup>th</sup> /29 <sup>th</sup> Sept. 24	Arrival in the Afternoon of 29 <sup>th</sup> Sept. 2024	
Flight 2 (Non-Stop)			28 <sup>th</sup> /29 <sup>th</sup> Sept. 24	Arrival in the Afternoon of 29 <sup>th</sup> Sept. 2024	
Flight 1 (Non-Stop)			05 <sup>th</sup> Oct. 2024	Departure latest by 05 <sup>th</sup> Oct. 2024	
Flight 2 (Non-Stop)			05 <sup>th</sup> Oct. 2024	Departure latest by 05 <sup>th</sup> Oct. 2024	

