

# FORE SCHOOL OF MANAGEMENT, NEW DELHI

## INVITATION OF TENDER

DATE OF INVITATION: 11.04.2026

CLOSING DATE: 19.04.2026 (till 1700 Hrs.)

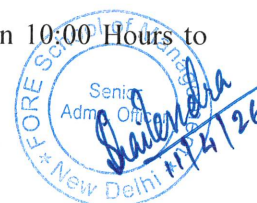
FORE School of Management, New Delhi is looking for the Travel Agency to assist in travelling of students to NTU & NUS - Singapore, Bocconi - Italy, Lyon – France, Frankfurt – Germany & Warwick - UK as per the attached format. In case you are interested, you may send your quote for the said job in a sealed envelope mentioning "Quotation for IIP- 2026 – (Name of the Location)" 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, April 19, 2026.

**You are requested that the envelopes will separate for all the places as per the travel itinerary.**

### 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 20-25 staff members.
3. The Travel Agency have to submit the quotes in 2 parts i.e., Technical and Financial (separate envelopes, if quoting for different locations) 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) IATA Certificate
  - (d) 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 15 days in advance from the date of travel (as per the annexure).
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% 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 OR release of Work Order, 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 OF QUOTES**

Sl. No.	Item Description	No. of Pax (approx.)	RATE/		Service Charge	TAX/GST	TOTAL AMOUNT PER PAX
			COST PER PERSON				
<b>A. DELHI-SINGAPORE (3 Flights)</b>							
		240 + 6 FOC					
1	Issue of Ticket as per Itinerary						
2	Visa Fee (Education)						
3	Insurance (Standard)						
4	Tour Escort	3					
7	Management Fee/Other charges (if any)						
<b>B LAND COST</b>							
1	Accommodation (Twin sharing for students and single room for faculty)	240 students + 6 faculty/staff =246 pax					
2	Return Airport transfers (Airport-Hotel-Airport)	246 pax					
3	Breakfast on Arrival at Airport/Hotel*	If required					
4	Lunch on Arrival at Airport/Hotel*	If required					
5	Dinner on Arrival at Airport/Hotel*	If required					
6	Daily Transfers (4 Days) (Hotel-NTU/NUS-Hotel)	246 pax					
7	Name of Hotel						
<b>C Govt. Tax (extra if any)</b>							
<b>Total (A+B+C)</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						
5	Airport Transfer (Airport-Hotel-Airport)						
6	Daily Transfers (Hotel-NTU/NUS-Hotel)						

**PROPOSED ITINERARY**

Flight Details	Flight No	From-To	Date of travel	As per Plan	Departure & Arrival Time
Flight 1 (Non-Stop)		DEL-SIN	25-Jul-26	Arrival by Afternoon of 25-07-2026	
Flight 2 (Non-Stop)		DEL-SIN	25-Jul-26	Arrival by Afternoon of 25-07-2026	
Flight 3 (Non-Stop)		DEL-SIN	25-Jul-26	Arrival by Afternoon of 25-07-2026	
Return Flight 1 (Non-Stop)		SIN-DEL	02-Aug-26	Departure by Afternoon of 02-08-2026	
Return Flight 2 (Non-Stop)		SIN-DEL	02-Aug-26	Departure by Afternoon of 02-08-2027	
Return Flight 3 (Non-Stop)		SIN-DEL	02-Aug-26	Departure by Afternoon of 02-08-2028	

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**FORMAT FOR QUOTES**

Sl. No.	Item Description	No. of Pax (approx.)	RATE/	Service Charge	TAX/GST	TOTAL AMOUNT PER PAX
			COST PER PERSON			
<b>A.</b>	<b>DELHI-BOCCONI, ITALY</b>	<b>119 + 4 FOC</b>				
1	Issue of Ticket as per Itinerary					
2	Visa Fee (Education)					
3	Insurance (Standard)					
4	Tour Escort	1 per flight				
7	Management Fee/Other charges (if any)					
<b>B</b>	<b>LAND COST</b>					
1	Accommodation (Twin sharing for students and single room for faculty)	119 students on twin sharing & 4 faculty on single sharing				
2	Return Airport transfers (Airport-Hotel-Airport)					
3	Breakfast on Arrival at Airport/Hotel*					
4	Lunch on Arrival at Airport/Hotel*					
5	Dinner on Arrival at Airport/Hotel*					
6	Daily Transfers (4 Days) (Hotel- SDA Bocconi -Hotel)					
7	Name of Hotel					
<b>C</b>	<b>Govt. Tax (extra if any)</b>					
<b>Total (A+B+C)</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					
5	Airport Transfer (Airport-Hotel-Airport)					
6	Daily Transfers (Hotel-SDA Bocconi-Hotel)					

**PROPOSED ITINERARY**

Flight Details	Flight No	From-To	Date of travel	As per Plan	Departure & Arrival Time
Flight 1 (Non-Stop)		DEL-MILAN	18-Jul-26	Arrival by Afternoon of 18-07-2026	
Flight 2 (Non-Stop)		DEL-MILAN	18-Jul-26	Arrival by Afternoon of 18-07-2026	
Return Flight 1 (Non-Stop)		MILAN-DEL	25-Jul-26	Departure by Evening of 25-07-2026	
Return Flight 2 (Non-Stop)		MILAN-DEL	25-Jul-26	Departure by Evening of 25-07-2026	

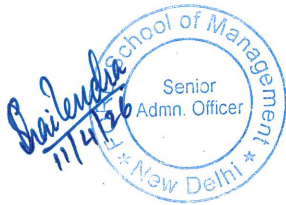
*Saini*  
 School of Management  
 Senior Admn. Officer  
 New Delhi

**FORMAT FOR QUOTES**

Sl. No.	Item Description	No. of Pax (approx.)	RATE/	Service Charge	TAX/GST	TOTAL AMOUNT PER PAX
			COST PER PERSON			
<b>A. DELHI-LYON, FRANCE</b>						
1	Issue of Ticket as per Itinerary	60 + 2 FOC				
2	Visa Fee (Education)					
3	Insurance (Standard)					
4	Tour Escort	1				
7	Management Fee/Other charges (if any)					
<b>B LAND COST</b>						
1	Accommodation (Twin sharing for students and single room for faculty)	60 students on twin sharing & 2 faculty on single sharing				
2	Return Airport transfers (Airport-Hotel-Airport)					
3	Breakfast on Arrival at Airport/Hotel*					
4	Lunch on Arrival at Airport/Hotel*					
5	Dinner on Arrival at Airport/Hotel*					
6	Daily Transfers (4/5 Days) (Hotel-Emloy Business School-Hotel)					
7	Name of Hotel					
<b>C Govt. Tax (extra if any)</b>						
<b>Total (A+B+C)</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					
5	Airport Transfer (Airport-Hotel-Airport)					
6	Daily Transfers (Hotel-Emloy Business School-Hotel)					

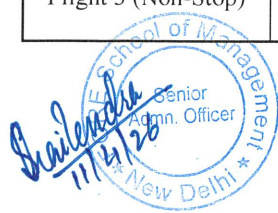
**PROPOSED ITINERARY**

Flight Details	Flight No	From-To	Date of travel	As per Plan	Departure & Arrival Time
Flight 1 (Non-Stop)		DEL-LYON	18-Jul-26	Arrival by Afternoon of 19-07-2026	
Flight 2 (Non-Stop), IF REQUIRED		DEL-LYON	18-Jul-26	Arrival by Afternoon of 19-07-2026	
Return Flight 1 (Non-Stop)		LYON-DEL	25-Jul-26	Departure by Evening of 25-07-2026	
Return Flight 2 (Non-Stop), IF REQUIRED		LYON-DEL	25-Jul-26	Departure by Evening of 25-07-2026	



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 (3 Flights : 61 each)	179 + 4 FOC				
1	Issue of Ticket as per Itinerary					
2	Visa Fee (Education)					
3	Insurance (Standard)					
4	Tour Escort (1 in each flight)	3				
5	Management Fee (if any)					
	<b>TOTAL</b>					
B.	<b>Govt. Tax (extra if any)</b>					
C.	Airport Transfers					
	Breakfast (if required)					
	Lunch (if required)					
	<b>Total Amount</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)		DEL-FRA	18 Jul 26	Arrival on 19 Jul 26	
Flight 2 (Non-Stop)		DEL-FRA	18 Jul 26	Arrival on 19 Jul 26	
Flight 3 (Non-Stop)		DEL-FRA	18 Jul 26	Arrival on 19 Jul 26	
Flight 1 (Non-Stop)		FRA-DEL	25 Jul 26	Departure in the Afternoon of 25 Jul 26	
Flight 2 (Non-Stop)		FRA-DEL	25 Jul 26	Departure in the Afternoon of 25 Jul 26	
Flight 3 (Non-Stop)		FRA-DEL	25 Jul 26	Departure in the Afternoon of 25 Jul 26	


 Senior Admn. Officer  
 11/7/26  
 School of Management  
 New Delhi

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-Birmingham, UK (2 Flights : 62 each)	119 + 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</b>					
B.	<b>Govt. Tax (extra if any)</b>					
C.	Airport Transfers					
	Breakfast (if required)					
	Lunch (if required)					
	<b>Total Amount</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)		DEL-BHX	26 Jul 26	Arrival on 26 Jul 26	
Flight 2 (Non-Stop)		DEL-BHX	26 Jul 26	Arrival on 26 Jul 26	
Flight 1 (Non-Stop)		BHX-DEL	01 Aug 26	Departure in the Morning/Afternoon of 01 Aug 26	
Flight 2 (Non-Stop)		BHX-DEL	01 Aug 26	Departure in the Morning/Afternoon of 01 Aug 26	

School of Management  
 Senior Admin. Officer  
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