



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་ལྷན་ཁག་།

Royal Government of Bhutan
Directorate of Services
Ministry of Education



MoE/PRO-13/2021-2022 (FY)/1507

13th October, 2021

Air fare Quotation

The Ministry of Education, Thimphu hereby invites the sealed rates from authorized travel agents for air tickets for following sector.

Sector and Travel dates:

Paro – Bangkok – Malaysia

2nd November, 2021

Type of Class: **Economy.**

Names of the Travelers:

1. Mr. Sonam Norbu
2. Mr. Tashi Rabten

TERMS AND CONDITIONS:

1. The sealed rates must be submitted to this Ministry on **19th October 2021**, before or on **11:00AM** and will be opened on the same day at **11:30AM** properly addressed in favor of the **Asst Procurement Officer, Directorate of Services, MoE, Thimphu**. Bids after 11:00AM will be not accepted.
2. The rates should be quoted as per the sector given above & will be selected for the **most economical and direct route** and if there is transit then it should be minimum of 1:30 hours to the next flight schedule.
3. Please **do not quote** with options rates, just **quote one rate**.
4. The bid shall be accompanied by a **bid security of Nu.20,000/- only** in the form of draft/cash warrant in favour of Chief Finance Officer, Finance Division, Directorate of Services which will also be retained as **Performance Security deposit** to be released after the travel dates and to non-winning bidders right after opening of the bids.
5. Agents are asked to submit airline without having to stamp transit visa for the passenger and if it's needed then the agents shall liable for any transit visa fees.



དཔལ་ལྷན་འབྲུག་གཞུང་། རྟེན་རྒྱུ་ལྷན་ཁག་།

Royal Government of Bhutan
Directorate of Services
Ministry of Education



6. The Air quotation without the **scaled envelope** shall be considered non-responsive and bid shall be **rejected**.
7. In case the lowest bidder withdraws their bid after the award has been confirmed then the second lowest bidder shall be asked to purchase and issue ticket(s) and the **difference amount** shall be borne by the lowest bidder along with EMD will be forfeited.
8. The airline **should not be budgeted airline** and rates should cover **all the in flight meals within the quoted amount**.
9. The quoted rates shall not be subject to change for duration of **5 hours after the opening of the quotation**.
10. **Any last-minute route change shall be born by the Ticketing agent if not mistakenly done by Procuring Agency**.
11. Unconditional quotations like an increase of fares or change of airlines at the time travel are not accepted.
12. A valid Ticketing License issued by the Ministry of Economic Affairs must be submitted.
13. The purchaser reserves every right to reject the bids if it is found not responsive to our terms and conditions and the decision of tender committee will be final and binding.

Yours Sincerely;

(Pema Dondup)

PO, Procurement Section, DoS

Cc to:

1. The Offtg. Director, DAHE, for kind information.
2. The Director, DoS for kind information
3. The Chief Finance Officer, DoS for kind information.
4. Chief Programme Officer, SSSD, DAHE