



དབལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་ཁོག་གཞི་རྒྱུ་ལྷན་ཁུངས་།

Royal Government of Bhutan
Directorate of Services
Ministry of Education

འབྲུག་རྒྱལ་ཁོག་གཞི་རྒྱུ་ལྷན་ཁུངས་།
འབྲུག་རྒྱལ་ཁོག་གཞི་རྒྱུ་ལྷན་ཁུངས་།

15th September, 2022

MoE/PRO-13/2021-2022 (FY)/ ༩༩།

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 – Dhaka

1st October, 2022

Type of Class: **Economy.**

Names of the Travelers:

1. Yeshey Tshering
2. Neten Zangmo
3. Karma Om
4. Pema Wangchuk
5. Pema Samdrup
6. Dorji Om
7. Tshering Dorji
8. Loday Zangmo
9. Kamal Luitai
10. Tashi Lhadon

TERMS AND CONDITIONS:

1. The sealed rates must be submitted to this Ministry on **19th September, 2022**, before or on **02:00PM** and will be opened on the same day at **02:30PM** properly addressed in favor of the **Procurement Officer, Directorate of Services, MoE, Thimphu**. Bids after **02:00PM** 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**.
3. If there is transit then it should be minimum of 1:30 hours to the next flight schedule.
4. Please **do not quote** with options rates, just **quote one rate**.
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.



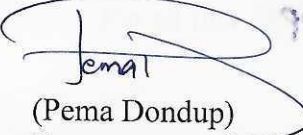
དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་ལྷན་ཁག།

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ཤེས་རིག

6. The Air quotation without the **sealed 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 borne 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.
14. **As we are still under COVID Pandemic, all necessary covid protocol requirements shall be properly guided and in place and thoroughly instructed to our students/MoE officials prior to the travelling**.

Yours Sincerely;


(Pema Dondup)
Procurement Officer, DoS

Cc to:

1. The Offtg. Director, DoS for kind information
2. The Chief Programme Officer, SSD, DAHE for kind information
3. The Offtg. Chief Finance Officer, DoS for kind information.
4. Mr. Karma Phuntsho, DCOP, SSSD, DAHE, DSE for kind information.