

**Tender Document**  
**ICT R&DF/Air Travel/2015-16/0003 (Proc.)**  
**Provision of Services of Air Travel Agency**

**Terms & Conditions:**

1. The firm will have to provide air tickets to office premises of National ICT R&D Fund at its own cost.
2. Air tickets will be provided according to client's specifications on need basis.
3. Payment will be made on monthly basis upon submission of invoices.
4. National Tax Number/General Sales Tax registration number issued by the respective departments should be quoted in the bid.
5. All Government applicable taxes will be deducted from the service provider's payment.
6. This office reserves the right to accept/reject any/all bids or a portion in accordance with PPRA rules.
7. The rates quoted by agency will remain valid till June 30, 2016.
8. Selected bidder(s) will have to enter into a contract agreement with the procuring agency.

**Date and Time of Submission of Tenders:**

**August 10<sup>th</sup>, 2015 at 12:00 p.m.**

**Date and Time of Opening of Tenders:**

**August 10<sup>th</sup>, 2015 at 12:30 p.m.**

**(To be Filled-in by the Applicant)**

1. Name of the Agency: -----
2. Proprietor/ Partnership: -----
3. Address for Communication (postal, email, telephone number): -
4. Permanent Address: -----
5. Address of Branch Offices: -----
6. Charges on provision of air tickets:
  - I. National: For all classes in available airlines
  - II. International journey: For all classes in available airlines
7. List of services provided to renowned national & international institutions during last two calendar years.
8. Attach complete profile of the Agency in view of tender evaluation form.
9. Fill in the below table:

<b>Sr. #</b>	<b>Description</b>	<b>Fill In</b>
1	Proprietor/Partnership	
2	IATA	
3	Head Office/Branch Offices	
4	Commission on Domestic ticket	
5	Commission on international ticket	
6	Refund Charges	
7	Re-Issuance Charges	
8	List of Clients	
9	Corporate Services	
10	Visa Facilitation	
11	Credit Limit Amount	Rs.
12	Credit Limit Time Period	Days
13	Date of Incorporation	

---

[Signature and date with official Seal]

## Tender Evaluation Form

(To be Filled in by National ICT R&D Fund Company)

#	Criteria	Points	Marks obtained	Remarks/Justifications
<b>TECHNICAL</b>				
1	Profile of the agency: i. Registered age of Company ii. List of existing Clients (up to a max of 25) iii. List of existing and past contracts with value and duration. (up to a max of 50)	5		
2	Location: i. Location of agency office/sub office ii. Number of branches iii. Number of employees	5		
3	Financial Position i. Name of Banks ii. Certificate of Financial position from bank iii. Copy of Annual Accounts, (if any) iv. Tax Registration (NTN/STN)	5		
4	Ownership Details: Names of Managers/ Owners/ CEO/ Directors/ Partners	5		
	<b>SUB TOTAL</b>	<b>20</b>		
<b>FINANCIAL80</b>				
	<b>GRAND TOTAL</b>	<b>100</b>		