

# **PREQUALIFICATION OF TRAVEL AGENCIES OF CoE-CPEC**

**Center of Excellence  
China Pakistan Economic Corridor  
PIDE / MoPDR Islamabad**

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## **Instructions to Bidders (ITB)**

Centre of Excellence for CPEC intends to avail the services of a reputed Travel Agency/firm having IATA membership. The agency should have an annual turnover of minimum of Rs. 2 million for booking of air tickets during the last 02 financial year. The Contract period will be for a period of one years from the date of signing of the contract, which will be further renewed/extendable with mutual consent. The following documents form a part of the "Tender Notice: -

a. Technical Bid Performa. (Annex-I)

2. In case you are interested you may submit the Technical Bid Performa duly filled and signed in one envelope. Please mention on envelop TECHNICAL BID. to reach on/before **November 18<sup>th</sup>, 2019** (up to 11:00 AM). Earnest Money Deposit (EARNEST MONEY) is to be enclosed along with the filled up tender document (with TECHNICAL BID) by way of Demand Draft of Rs. 10,000/- (Rupees ten thousand only) in favor of " **Director Finance CoE CPEC**"

3. It may please be noted that Agencies/firms who do not fulfill the requirement will not be considered. Tenders of only those agencies will be opened who fulfill the terms and conditions of this tender.

4. The bidder must have proper office/setup in Rawalpindi/Islamabad.

5. Earnest Money of unsuccessful tenderers will be returned whereas earnest money of successful tenderer will be retained and will be converted into security deposit and shall remain with CoE-CPEC during the tenure of contract.

6. The Agency/Firm should have the IATA membership. Agency should have annual turnover of minimum Rs. 2 million for supply of air ticket hotel bookings during the last 2 financial years i.e. 2017-18.and 2018-19

7. The agency would ensure booking of tickets /confirmation of waitlisted tickets, delivery of tickets mainly at CoE-CPEC office during working hours. The scope of work of the agency in brief is as under:

i) Booking and issuing of National /international air ticket including prepaid tickets.

ii) Agency will always be available for booking /cancellation of air tickets.

8. The selected tenderers (herein after referred as Agency) will have to ensure fast and timely delivery of tickets/e-tickets for CoE-CPEC Office. At times the ticket and other related service will also be required at very short notice (1-3 hour).

9. No advance payment will be made for any kind of booking. However, CoE-CPEC will arrange for expeditious payment on submission of monthly bills along with proof of receipt of ticket. The Agency will also be required to submit proof of actual fare paid/payable to the Airline on the invoices along with documentary proof.

10. The Agency will inform the Traveler about cancellation/ rescheduling of flights by the Airlines.

11. In case the tickets are not delivered within time the Agency will be solely responsible for

the same and no payment will be made. In that case the Agency may be liable to Penalty Clause mentioned hereinafter.

12. The contract will be valid for one year from the date of award of contract and may be renew up to further two years on mutually agreed terms and conditions.
13. In case of unsatisfactory services i.e. non-booking of the Air ticket timely as per requirement of CoE-CPEC etc. the contract shall be terminated by giving one month's notice.
14. In case of cancellation, the proof of actual cancellation charge, charged by Airline shall have to be provided and CoE-CPEC will pay the actual cancellation charges only.
15. CoE-CPEC has the right to accept or reject any tender without assigning any reason thereof.
16. It may be noted that Agencies who do not fulfill the requirement will not be considered.
17. All Government applicable taxes will be deducted from the service provider payment.

**AUTHORIZED SIGNATORY**  
**(FULL NAME WITH RUBBER STAMP OF THE TENDERER)**

**TECHNICAL BID****1. ABOUT THE AGENCY:**

- (a) Name and address of the Agency:
- (b) Year of establishment:
- (c) Name of the proprietor:
- (d) Contact person:
- (e) Telephone No. / Mobile No. (Office & residence):
- (f) Fax no. and e-mail:
- (g) Whether Govt. Undertaking / Private limited / MNC / Cooperative agency

2. Previous experience in travel related services, if any (attach documentary proof): -

3. Current list of clients:

S. No.	Sector/ Department	Period	
		From	To
a.	Govt. Dept./ Ministries/ Public Sectors		
b.	Multi-National Corporations		
c.	Private Sectors		
d.	Any Other		

4. Details of turnover of the Agency for the last two years:

Year	Total Amount (Rs. )
2017-18	
2018-19	

S. Registration Number of the Firm with IATA: (Enclose a copy of IATA registration)

6. Details of Information must be provided by the tenderer:

S #	Items	Information/Inputs to be filled by the Tenderer
1	Name and address of the agency, telephone number, fax, mobile number, email address	
2	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3	Name and address of the directors/proprietor /partners	
4	Year of formation of the company/ experience as a travel agency	

5	Nature of business carried by the company	
6	Branches in other cities in Pakistan and abroad if any	
7	IATA registration (copy of registration to be enclosed)	
8	Banker's name and address	
9	24-hour helpline numbers	
10	National Tax Number/ Certificate (copy to be enclosed)	

7. Earnest money of Rs. 10,000/- (Rupees Ten Thousand only) in favor of Director Finance CoE CPEC Pay Order/ Demand Draft no. \_\_\_\_\_ dated \_\_\_\_\_ & Issuing Bank \_\_\_\_\_.

**Undertaking:**

I hereby certify that all the information furnished above is true to the best of my knowledge and belief. I have no objection to PIPS verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that; I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

**Authorized signatory of the agency**  
**Official seal/ stamp**

