

Tender Document
IGNITE/Air Travel/2024-25/0023/Proc.
Provision of Services of Air Travel Agency

Terms & Conditions:

1. The firm/service provider will have to provide air tickets to the office premises of Ignite National Technology Fund at its own cost.
2. Air tickets will be provided according to the client's specifications on a 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/attached 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 under PPRA rules.
7. The rates quoted by the agency will remain **valid till 30th June 2025**.
8. The said services are initially required for ONE year effective from July 01, 2024, and may be extended for the next year based on satisfactory performance of the service provider and mutual consent of both parties under PPRA rules.

SUBMISSION OF PROPOSALS: -

Responses to this Tender are due by

[June 05, 2024] at [12:00 p.m.]

All proposals are to be submitted on EPADs only. No hard copies of proposal will be accepted.

Original Bid security CDR to be submitted at the time of bid opening.

Date and Time of Opening of Tender:

[June 05, 2024] at [12:30 p.m.]

(To be Filled-in by the Applicant)

1. Name of the Firm/Agency:

2. Proprietor/Partnership: _____

3. Address for Communication (postal, email, telephone number):

4. Permanent Address:

5. Address of Branch Offices:

6. Charges on the provision of air tickets:

i. National: For all classes in available airlines

ii. International journey: For all classes on available airlines

7. List of services provided to renowned national & international institutions during the last two calendar years

8. Attach a complete profile of the Agency in view of the tender evaluation form.

[Signature and date with official Seal of bidder]

Fill in the below table:

Sr. #	Description	Fill in Blanks Against each Head
1	Proprietor/Partnership	
2	IATA/Non-IATA	
3	Head Office/Branch Offices	(attach a list with full particulars)
4	Commission in % on Domestic tickets: (Please specify w.r.t each airline)	
5	Commission in % on international tickets: (Please specify w.r.t each airline)	
6	Cancellation/Refund Charges	
7	No-show/Re-Issuance Charges	
8	List of Clients	(attach list)
9	Date of Incorporation	
10	Corporate Services (Hotels @ local & International level etc.) List of local hotels on panel	
11	Visa Facilitation (Yes/No)	
12	Credit Limit in PKR	
13	Credit Period in days	

Important Notes:

1. The bidder shall submit the bid with an earnest money/bid security of **Rs:25,000/-** via a bank draft/pay order with a validity of 90 days.
2. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
3. The bid security of the successful bidder shall be returned on the production of a performance bank guarantee.
4. Selection/Evaluation will be made at 30:70 against technical evaluation & financial evaluation, respectively.
5. Selected bidders shall have to enter into a contract agreement with the procuring agency and shall submit a performance bank guarantee of **Rs:100,000/-** valid till the period of this contract.

[Signature and date with official Seal]

Tender Evaluation Form

(To be filled in by IGNITE National Technology Fund)

Sr.#	Criteria	Points	Marks Obtained	Remarks/Justifications
TECHNICAL				
1	Profile of the agency: i. Registered age of Company ii. List of existing Clients (up to a max of 20) iii. List of existing and past contracts with value and duration. (up to a max of 30)	6		
2	Location: i. Location of agency office/sub-office ii. Number of branches iii. Number of employees	6		
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		
5	Corporate Facilities: - Booking of Hotels at Local & International travel. Provision of Cars @ at Local & International travel.	5		
6	Credit Limit with Period (min & max)	4		
7	Ownership Details: Names of Managers/ Owners/ CEO/ Directors/ Partners	4		
	SUBTOTAL	30		
	FINANCIAL	70		
	GRAND TOTAL	100		