

भारत का उच्चायोग
वेलिंगटन, न्यूज़ीलैंड



High Commission of India
Wellington, New Zealand

Empanelment of Travel Agents for booking of Air Tickets

The High Commission of India intends to prepare a panel of reputed Travel Agents for booking of Air Tickets for High Commission's official use and invites applications in the sealed cover for the same. The empanelment would be initially for a period of one year which may be extended by the High Commission.

Tender forms with required documents can be downloaded from the website www.hciwellington.gov.in/tenders/

Eligible Vendors may submit applications to either by **Post/Courier: Head of Chancery, High Commission of India, 72 Pipitea Street, Thorndon, Wellington 6011** or email to: hoc.wellington@mea.gov.in . The application will be accepted by the High Commission up to **1:00 PM, 20 January 2023**.

Head of Chancery
High Commission of India
Wellington

Terms & Conditions

1. Approved travel agents will arrange to book air tickets on domestic and international flights of all airlines including emergency booking/ booking in odd situations.
2. They will have to mail or deliver tickets at the High Commission's office /email addresses High Commission's concerned officers.
3. Approved travel agent will not claim any commission / charge for booking of air tickets
4. The booking will be done on credit basis.
5. Bills for bookings shall have to be submitted on a weekly basis and subject to the correctness of the bill the payment will be generally made within a week's time.
6. The arrangements with the Travel Agent shall stand terminated in the case of insolvency of the travel agents or them entering into any arrangement/ compensation with their creditors.
7. The High Commission reserves the right to avail of the services of one or more travel agents.
8. The Travel Agent shall ensure uninterrupted services taking into account the holidays followed by the High Commission. In the event of poor/ deficient service the High Commission reserves the right to terminate forthwith the arrangement with the Travel agent.
9. The application shall be only the form issued by the High Commission for submitting the applications.
10. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.
11. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.
12. Application containing false or inadequate information is liable for rejection.
13. The High Commission reserves the right to reject any or all the applications without assigning any reason thereof.
14. The validity of the empanelment of Travel Agent will be initially for a period of one year and the period is renewable for subsequent years at the discretion of the High Commission subject to conditions that the High Commission finds the service of the travel agent satisfactory.
15. The Firm/company should be established registered to operate for issuing the airlines tickets.

Documents to be submitted along with the application:

1. Copy of Certificate of Incorporation / Registration Certificate
2. NZBN
3. GST Number
4. Three references from organizations for whom bookings are currently made.
5. Documentary evidence regarding experience in providing such services to the organizations.
6. Turnover details.

Application for Empanelment of Travel Agent for booking of Air Tickets

Sr. No.	Particulars	
1	Name of Organization	
2	Nature of the organization, whether Proprietorship, Partnership etc.	
3	Complete address of the organization	
4	Registration (firm, company etc.,) / Registration Authority, Date & Number etc.	
5	Telephone numbers of the organization (Including key persons)	
6	Office address through which the work will be handled	
7	Experience in undertaking similar service (in years)	...years
8	Names of other organizations for whom similar work has been handled in last 3 years (with complete details and evidence of the organization to whom similar services provided).	
9	Total value of the work done to the other organizations for the last 3 years	
10	Whether financially sound to undertake issuing the air tickets	
11	Whether booking tickets to any of the Government/ Semi-Government Undertaking/s/any other major Institution (s) as approved travel agents and if so, furnish details	
12	Indicate if involved in any litigation	
13	Any civil suits pending in any of the orders executed, give details	
14	Yearly turnover of the firm for last three years.	
15	Banker Details Name: Address: Telephone No.: Type of Account:	

I/We do hereby declare that the information furnished in the application is correct to the best of my/our knowledge and belief. A agree to abide by the terms and conditions mentioned in the notice for empanelment of travel agents for booking of air / train Tickets.

Signature of the Authorized person

Date:

Name:

Seal/Stamp:

Designation: