

CENTRE FOR WOMEN'S DEVELOPMENT STUDIES

(An autonomous research institute supported by the Indian Council of Social Science Research)
25 BHAI VIR SINGH MARG (GOLE MARKET), NEW DELHI – 110 001

Tender Ref.No. CWDS/31/2024

Date: 4 June, 2024

General Instructions:

- Tender invited for **Hiring Travel Agent for Booking Air and Railway Tickets** from reputed original companies or their authorized representatives under Limited Tender Enquiry.
- Specifications of the above items are attached on another sheet.
- The final quotation for consideration is to be send in a sealed Envelope.
- The last date and time for submission**13th June, 2024 upto 3.00 p.m.**.....
- The Bids will be opened on ...**14th June, 2024**.....at.....**3.00 p.m.**..... in the presence of the vendors/ or their authorized representatives, if they are present.
- Sealed quotations should be send to: Acting Director, Centre for Women's Development Studies, 25 Bhai Vir Singh Marg, Gole Market, New Delhi-110001 or send to by email: cwds@cwds.ac.in

The following terms and conditions must be strictly followed:

1. Bidders are also required to enclose copies of PAN No., TIN No, GST No, Service Tax No, valid certificate of authorization in case of authorized distributors and list of users with proof of installation, services and post-sales service without which the quotations shall not be considered.
2. Bid shall consist of price, CIF, New Delhi, India.
3. The Principal Company or their authorized dealers may quote (Authorization to be clearly demonstrated)
4. Interested bidders should satisfy themselves with regard to above terms and conditions before quoting for the item.
5. Payment will be made on the basis of mutually agreed installment schedule of the above services.
6. Late submissions and incomplete quotations will be rejected.
7. The Centre reserves the right to accept or reject any or all quotations without assigning a reason. The rates quoted should remain valid for a period of at least 90 days from the date opening of bid. The successful bidder has to supply the above services within 90 days of placement of the order.
8. Other terms and conditions will be in line with General Financial Rules of Govt. of India.

Director, CWDS

M/s.....
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Financial Bid

S.No.	Name of Airlines	Unit	Rate (in Rs.)
A.	AIR TRAVEL		
1.	For booking of domestic air tickets in all classes	Percentage of discount	
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
2.	For cancellation of domestic air tickets in all cases	Charges	
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
3.	For booking for international air tickets	Percentage of discount	
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			

4.	Cancellation charges for international air tickets	Charges	
a)			
b)			
c)			
d)			
e)			
f)			
B.	RAILWAY TICKETS		
1.	Train ticket booking charges	Service charges for tickets	
a)	Indian Railways		

Signature the authorized signatory of the Agency.....

Name of the Authorized Signatory.....

Name of the Travel Agency.....

Seal of the Travel Agency.....

Address

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Date :

Place :