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ROYAL INSTITUTE OF MANAGEMENT
(Incorporated under the Royal Charter of the Royal Institute of Management, 1990)

RIM/HRD(ticketing)/2017/ 568

November 22, 2017

Invitation of quotation

The sealed rates are invited from the authorized travel agents for air ticketing (economy class) for the following sectors.

Name of official : Tashi Phuntsho (Mr), Deki Lhamo (Ms)
(1)

Tentative Date & Day	Sector	Airline	Rate	Remarks
2 Dec. 2017 (Saturday)	Paro-Bangkok			
3 Dec. 2017 (Sunday)	Bangkok-Manila			
17 Dec. 2017 (Sunday)	Manila-Bangkok			
18 Dec. 2017 (Monday)	Bangkok-Paro			

Terms & Conditions

1. Sealed rates must be submitted to RIM on **November 27, 2017 before 10.30 am** (shall not entertained the quotation after date line) and will be opened on the same day at 11.00 am.
2. The availability and confirmation of seat at the time of travel should be confirmed before submitting the quotation.
3. Should submit the copy of valid Ticketing License and Tax Clearance Certificate with your quotation.
4. The Travel agents are requested to quote the rates as per the sectors given as above and will be selected for the most direct and economical route.
5. The travel agent shall quote in full economy class fare tickets.
6. Will not accept unconditional quotation like an increase of airfares and changing of airlines at the time of travel after the issue of air ticket(s).
7. **In case the lowest bidder withdraws his/her bid then the second lowest bidder shall be asked to purchase and issue ticket(s) and the difference amount shall be borne by the lowest bidder.**
8. Should able to provide credit facilities for a period of 30 days from the date of issue of tickets/receipts of invoices whichever is later.
9. The quotation should be submitted along with a security deposit of **Nu. 5000/-** in the form of demand draft in favour of Director General, Royal Institute of Management, Simtokha.
10. The quotation without security deposit and without sealed envelope will not be entertained.
11. Security deposit will be refunded return after the return of officials from abroad.
12. The selected bidder will be awarded for air ticketing **within 5 days from the date of opening of bids.**
13. Only the winner of the bid will be informed.
14. The sealed quotation should be address in favour of the Director General, RIM.


HR Officer