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ROYAL INSTITUTE OF MANAGEMENT

(Incorporated under the Royal Charter of the Royal Institute of Management, 1990)

RIM/HRD(ticketing)/2019/ 4398

November 7, 2019

Invitation of quotation

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

Name: Indraman Chhetri (Mr)

Tentative Date & Day	Sector	Airline/Flight	Rate	Remarks
9 Dec., 2019 (Monday)	Paro-Bangkok			
10 Dec., 2019 (Tuesday)	Bangkok-Singapore	SQ977		
19 Dec., 2019 (Thursday)	Singapore-Bangkok	SQ970		
20 Dec., 2019 (Friday)	Bangkok-Paro			

**Terms & Conditions**

1. Sealed quoted rates must be submitted to RIM along with the copy of valid Ticketing License and Tax Clearance Certificate on **November 15, 2019 before 11.00 am** to the Director, RIM and will be opened on the same day at 11.30 am.
2. The availability and confirmation of seat at the time of travel should be confirmed before submitting the quotation.
3. The Travel agents are requested to quote the rates as per the flight and sectors given as above and will be selected for the most direct and economical route.
4. The travel agent shall quote in full economy class fare tickets and are requested not to quote for the budget airlines.
5. 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).
6. **In case the lowest bidder withdraws his/her bid after award of air ticketing, 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.**
7. 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.
8. The quotation should be submitted along with a security deposit of **Nu. 10,000/- (Ten thousand)** in the form of demand draft in favour of Director, Royal Institute of Management, Simtokha.
9. The quotation without security deposit and without sealed envelope will not be entertained.
10. Security deposit will be refunded/return after the return of officials from abroad.
11. **The selected bidder will be awarded for air ticketing within 5 days from the date of opening of bids and only the winner of the bid will be informed.**
12. The purchaser reserves every right to reject the bids if it is found not responsive to our terms and conditions, and the decision of tender committee will be final and binding.

HR Officer