



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་ཁབ་དང་རིག་སྐྱེད་ལྷན་ཁང་།

Royal Government of Bhutan

Ministry of Education and Skills Development

Division of Support Services

Procurement Section



MoESD/DoSS/Pro-13/2024-2025/12

12<sup>th</sup> December, 2024

### Air fare Quotation

The Ministry of Education & Skill Development, Thimphu hereby invites the sealed rates from authorized travel agents for air tickets for following sector.

#### Option:1

Paro-BKK  
BKK-Paro

15<sup>th</sup> December, 2024  
21<sup>st</sup> December, 2024

(6 pax in Economy class)

#### TERMS AND CONDITIONS:

- The sealed rates must be submitted to this Ministry on the **9th December, 2024** before or on **10:00AM** and will be opened on the same day at **10:30AM** properly addressed in favor of the **Procurement Officer, Division of Support Services, MoESD, Thimphu**. Bids after 10:00AM will be not accepted.
- ~~The sealed bids shall be accompanied by EMD of Nu.10,000/- (Ten Thousand only) in the form Demand Draft and Cash Warrant (addressed to Offg. CFO, DoSS, MoESD) which will act as bid and performance security. Cheque will not be accepted.~~
- Bids **without the EMD/PS** shall be not be Accepted and considered Non-Responsive Bid.
- The Agents must submit a copy of **valid Ticketing License and Tax Clearance** certificate issued by the Ministry of Industry, Commerce & Employment.
- Please do not quote for any **budgeted Airline** or cheap airlines.
- Please do not quote for group fare to any avoid any penalty or charges for last minute change in the ticket.
- The Agents are required to submit quotation as per the above itinerary at **most economical and direct route** with minimum of **2-5 hours (transit hours)** to the next flight schedule **if applicable**.
- The seats shall be confirmed before submitting the quotation without which your bids will be rejected without any further explanation.
- Agents should quote for **Flexible tickets to enable change/refund** in the event of any unavoidable circumstances, therefore **do not quote for Non-Refundable or Partially refundable tickets** or else your quotation will be rejected while Opening/Evaluate/Award.
- Cancellation and re-booking shall be specifically mentioned where ever applicable.



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- k) The quoted rates **shall not** be subject to change for duration of **5 hours** after the opening of the **quotation**.
- l) Unconditional quotations like an increase of fares or change of airlines at the time travel are not accepted.
- m) In case of the lowest bid withdraws, the second lowest or the above shall be awarded, however the difference amount shall be met by the lowest bidder.
- n) 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.
- o) ~~Non-Adherence to our terms & conditions shall lead to cancellation of your bid and forfeiture of your EMD shall be forfeited if the agents don't adhere to our terms & conditions or you will be barred from participating from next quotation.~~

Yours Sincerely;

Procurement Officer

(Nima Dondup) Service

Ministry of Education and Skills Development, Procurement Officer, SoS

Thimphu 81

Cc to:

- 1. The Head of DoSS for kind information
- 2. Ms. Nima Lham, PO, BQPCA for kind information
- 3. FO, FD, DoSS for kind information
- 4. Office copy