



MoF/D MDF/Pro/2023-2024/985

2nd April, 2024

Notice Inviting Tender: Procurement of Air Tickets

The Ministry of Finance is pleased to invite bids from the eligible license holders for the supply of air tickets as per the following terms and conditions:

Date of Travel (DD/MM/YYYY)	Sector	Number of Passenger	Class	Remarks
14-04-2024	Paro-Delhi	2 pax	1 Business 1 Economy	Do not quote for budget airlines, Quote for most convenient and economical route
15-04-2024	Delhi-Washington DC			
18-04-2024	Washington DC-Delhi			
20-04-2024	Delhi-Paro			

Type of Airline : **Mention the Airline name and itinerary clearly.**

Terms and Conditions:

- All bids must be submitted online at ugyenl@mof.gov.bt addressed to **Procurement Officer, Division of Support Services, Ministry of Finance** and should be marked as “**Quotation for Air Ticket with its respective sectors**” on **3rd April, 2024** on or before **11:00 AM**, the quotation received after the deadline of submission shall be rejected as received late.
- The rate should be quoted as per the sector given above and will be selected for the most **ECONOMICAL ROUTE**. **However, bidders are requested not to quote for budgeted airlines.**
- The Bidder (s) shall enclose a copy of **valid trade license, tax clearance certificate** along with its bid.
- The rates quoted shall not be subject to change for the duration of **24 hours after the scheduled opening of the bid**.
- Conditional quotations entailing an increase of fares or change of airlines at the time of travel and offers such as wait list or offering alternative route shall not be accepted.
- Airline and seats must be confirmed while submitting the quotation and submit confirmed itineraries.
- Bidders shall quote for flexible tickets to enable change and refund in the event of any unavoidable circumstances.** Cancellation and rebooking charges per ticket maybe specifically mentioned, wherever applicable.



-
8. All rates should be mentioned in our local currency and should be inclusive of all incidental charges of Air service agents (Druk Air or Bhutan Airlines)
 9. Payment shall be made only after availing the travel and only upon submission of duly verified bills.
 10. The procuring agency reserves the right to award sector wise whoever found cheaper besides route and schedule conveniences.
 11. Bids shall be **rejected** or bidders shall **de-barred** from participating in the bidding process if they are found involved in any form of corruption or in collusion with the client.
 12. All the other terms and conditions shall remain same as specified in the bidding documents or PRR2023.

Sincerely,

(Ugyen Lhamo)
Procurement Officer

Cc:

1. The Chief Finance Officer, DOS, MoF for kind information.
2. Office Copy