



10 March,2015

## **Notice**

Shastri Indo-Canadian Institute, a bi-national organization funded by Ministry of Human Resource Development, in India office invites the sealed quotations from authorized travel agencies for the travel of its scholars / officials / awardees to travel within India and from India to Canada and vice-versa. The scope of work and other terms & conditions are mentioned here under:-

### **Terms & Conditions**

#### **Purpose of the Proposal:**

The purpose is to enter into a contract for the services of non-exclusive travel agency to manage and coordinate the travel needs for the employees, awardees/scholars and officials of Shastri Indo Canadian Institute at India office. The Institute is soliciting proposals from travel agencies who can demonstrate knowledge of ticket booking and related visa and travel policies. Additionally, the agency must demonstrate via references, that such travel services have been provided to similar organizations with numerous travelers.

#### **Scope of Work:**

- (a) Providing of international and domestic air tickets and railway tickets, Overseas Insurance, Transport and Accommodation arrangements, if required,
- (b) Making of itinerary of travel of the user which is the most cost effective as well as the best suitable to the user.
- (c) Providing Protocol service at airport (on requirement basis).

The Institute is interested in securing the highest quality of travel services, maximizing service convenience for its employees/scholars/ officials and various programs participants, while minimizing the travel cost.

The Institute reserves the right to use the services of other travel agency also. Two travel agencies will be selected based on these given quotations and on each occasion – rates are to be submitted by both the empaneled travel agencies. The Institute has the right to get the ticket booked from the agency who has given the lowest rates / suitable itinerary.

**Last Date** : The quotation complete in all respects should reach the Institute on or before 31<sup>st</sup> March 2015 by 12 noon.

Shastri Indo Canadian Institute reserves the right to reject any or all of the quotations without assigning any reason.