**Invitation of Quotation for Air Ticket**

**National Commission for Women and Children is pleased to invite sealed bids from the eligible license holders for the supply of air tickets as per the following terms and conditions.**

1. **Ms. Kunzang Lhamu**
2. **Mr. Kinley Dorji**
3. **Mr. Tashi Dorji**

**Travel Date Destination Sector Class Rate**

November 2, 2018 Paro - Bangkok

November 3, 2018 Bangkok – Toronto, ***Economy Class***

November 9, 2018 Toronto – Bangkok

November 12, 2018 Bangkok - Paro

**TERMS AND CONDITIONS:**

1. All bids must be submitted in a sealed envelope marked as “**Quotation for Air Ticket**” to the Head, Secretariat Services, NCWC latest **by September 17, 2018 before 10am** and will be opened at **2 pm** on the same day.

2. The rate should be quoted as per the sector given above and will be selected based on the **lowest evaluated bid.**

3. **Airline and seats must be confirmed while submitting the quotation** and submit confirmed itineraries.

4. The bid should be accompanied with the bid security of Nu. 25000.00 as earnest money deposit in the form of bank draft in favour of Head, Secretariat Services. The bank draft or demand draft will only be accepted.

4. The validation of fares and availability of seats should be as per the details mentioned above.

5. The successful bidder should submit the photocopy of every air ticket along with their invoices for payment.

6. Unconditional quotations like an increase of fares or changes of airlines at the time of travel are not accepted.

7. Tender documents should contain a photocopy of valid trade license issued by Ministry of Economic Affairs.

8. **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.**

9. 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.

 Yours sincerely

 **Head, Secretariat Service**