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ROYAL GOVERNMENT OF BHUTAN
ANTI-CORRUPTION COMMISSION



'NATION'S CONSCIENCE'
 "LEAD BY EXAMPLE"
 "If you care, you will dare"

ACC/SS-ADM (21)/2024/ 09251

14 February 2024

NOTICE INVITING QUOTATION: AIR TICKET

The Anti-Corruption Commission is pleased to invite sealed bids from interested travel/ticketing agents as per the following **terms and conditions**:

DATE DD/MM/YYYY	DEPARTURE TIME	SECTOR	CLASS	PAX	Remarks
23/03/2024	10/11 AM	Paro-New Delhi/India	Economy	3	Round Trip
24/03/2024	05/06 PM	New Delhi-Paris/France			
28/03/2024	05/06 PM	Paris/France-New Delhi			
29/03/2024	04/05 AM	New Delhi-Paro			

Terms and Conditions:

1. All bid forms given in Annexure 1 must be submitted in a plain sealed envelope addressed to the **Head, Secretariat Services, Anti-Corruption Commission, Thimphu on or before 20th February 2023, at 10:00 a.m.** It will also open at **10:30 a.m.** on the same day. Quotes received after the deadline for submission will be rejected as late.
2. The availability of seats at the travel time should be confirmed before submitting the quotation.
3. The rate should be quoted only for the **most economical and direct routes** and submit confirmed separate itineraries indicating other details such as airline and flight number. In case of connecting flight, there shall be a minimum of 3 hours for transit.
4. The travel/ticketing agents should only quote the **full fare** of the ticket in Ngultrum (Nu.) and **not the excursion fare.**
5. The airfare should include **onboard meals for the entire route, hand luggage, and checked-in baggage allowances.** This should be clearly mentioned on the BID documents.
6. The bidders shall enclose copies of valid trade licenses, tax clearance certificates and power of attorney wherever applicable.
7. No cancellation charges shall be applicable unless the tickets have been purchased by the client (ACC).
8. Any other conditions or policies such as **"non-refundable", "non-transferable"** and **"charges for date change, the name"** etc., with a specific timeline should be clearly mentioned.

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THIMPHU, BHUTAN. Post Box No. 1113, Tel: +975-2-334863/64/66/67/68/69, Website: www.acc.org.bt

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9. The lowest Evaluated Bidder who receives the award shall issue the tickets and in case of withdrawal, your firm will be blacklisted by the ACC and the second lowest evaluated bidder shall be awarded the ticketing order. However, the differential amount shall be borne by the lowest evaluated bidder in case of withdrawal.
10. Bill payment shall be made only after the travel has been performed.
11. Unconditional quotations like an increase in fares or a change of airlines at the time of travel are not accepted.
12. The procuring agency reserves the right to award sector-wise whoever is found cheaper besides route and schedule conveniences.
13. If bidders are found to have engaged in any corruption or collusion with the client, their bids will be **rejected** and they will be **debarred** from bidding in the future.
14. The quoted rates are not subject to change for a period of 24 hours following the scheduled opening of the bid (**Bid Validity**).
15. Bids will be evaluated as per the following criteria:
 - a. Offer submitted to the designated bid submission;
 - b. Offer submitted within the stipulated deadline;
 - c. Full acceptance of the Terms and Conditions;
 - d. Offers must meet the required Offer Validity;
 - e. Offers have been signed by the proper authority;
 - f. Offers include requested company/organization documentation as mentioned above in Section 7 (Seven) and Annexure in complete.
16. After receiving the award in writing in an email, the agent should issue eTickets with detailed itineraries showing the accurate status of airline reservations on all segments of the journey which shall be delivered via email to the Procurement Officer/Head of Secretariat Services no less than 48 hours before departure unless otherwise advised by AFS, SS, ACC.
17. All other terms and conditions, as specified above in Sections 1 to 16 and Procurement **Rules and Regulations 2023**, shall remain in effect.

Tashi Wangchuk
 15/02/2024

(Tashi Wangchuk)

Head, Secretariat Services

Head, Secretariat Services
 Anti-Corruption Commission
 Thimphu : Bhutan

Cc:

1. The Sr. Finance Officer, Cluster Finance Service for Autonomous Agencies, MoF for information; and
2. Officials concerned.

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Annexure: Bid Forms

Bidders are requested to complete this form, including the Company Profile, Bank Information and Financial Offer, sign it and return it as part of their quotation along with NIT: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date (DD/MM/YYYY):	
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1. Company Profile

Item Description	Detail
Firm Name	
Address	
Business Registration No	
Year of Registration	
Contact Person Name	
Contact Person's Mobile No.	
Contact Person's email Address	

2. Bank Information and Relevant Experiences

Bank Name:				
Bank Account Number:				
Account Holder's Name:				
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Name/Seal/Sign of Bidder:

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3. Financial Offer

DATE DD/MM/YYYY	DEPARTURE TIME	SECTOR	CLASS	PAX	Round Trip Price Per Pax in Nu.	Remarks
23/03/2024	10/11 AM	Paro-New Delhi/India	Economy	3		Round Trip
24/03/2024	05/06 PM	New Delhi- Paris/France				
28/03/2024	05/06 PM	Paris/France- New Delhi				
29/03/2024	04/05 AM	New Delhi-Paro				
Total Amount in Figures						

Total Amount in Words:

4. Bidder’s Declaration

- a. **Requirements and Terms and Conditions:** I/We have read and fully understand the NIT, including the T &C, I/we confirm that the Bidder agrees to be bound by them.
- b. **Ethics:** In submitting this BID, I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information concerning the NIT; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
- c. **Prohibitions, Sanctions:** I/We hereby declare that our firm for any part of the contract is not under procurement prohibition by the Royal Government of Bhutan, including but not limited to prohibitions derived from the Compendium of Debarred Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any government organizations.
- d. **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
- e. By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. **Every page of this document (NIT and Annexure) should affix the Sign and Seal of the authorised signatory.**

Name/Seal/Sign of Bidder:

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