



དཔལ་ལྷན་འབྲུག་གཞུང་འཛིན་ལྷན་བཀའ་སློམ་ལྷན་ཚོགས།

ROYAL GOVERNMENT OF BHUTAN  
ANTI-CORRUPTION COMMISSION  
'NATION'S CONSCIENCE'



"LEAD BY EXAMPLE"  
"If you care, you will dare"

ACC/SS-ADM (21)/2024/05122

23 April 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	SECTOR	CLASS	PAX	Remarks
01/06/2024	Paro-Delhi	Economy	1	
02/06/2024	Delhi-USA (Williamsburg International Airport)			
12/06/2024	USA(Harrisburg International Airport, Pennsylvania)-Delhi			
13/06/2024	Delhi-Paro			

**Terms and Conditions:**

- 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 as one option and submit through email (2nd option) to 1) [tashiw@acc.org.bt](mailto:tashiw@acc.org.bt); 2) [mdorji@acc.org.bt](mailto:mdorji@acc.org.bt); on or before 29th April 2024, at 11:00 a.m.** It will also be open at **11:30 a.m.** on the same day. Quotes received after the deadline for submission will be rejected as late.
- The availability of seats at the travel time should be confirmed before submitting the quotation.
- 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.
- The travel/ticketing agents should only quote the full fare of the ticket in Ngultrum (Nu.) and not the excursion fare.

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THIMPHU, BHUTAN. Post Box No. 1113, Tel: +975-2-334863/64/66/67/68/69 Fax No. 334865, Website: [www.acc.org.bt](http://www.acc.org.bt)

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5. The airfare should include onboard meals for the entire route and for both hand and checked-in baggage allowances. This should be mentioned on the BID documents.
6. The validation of fares and availability of seats should be as per the details mentioned above in the table.
7. The bidders shall enclose copies of valid trade licenses, tax clearance certificates and power of attorney wherever applicable.
8. No cancellation charges shall be applicable unless the tickets have been purchased by the client (ACC).
9. 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 mentioned.
10. The lowest Evaluated Bidder who receives the award shall issue the tickets. 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.
11. Bill payment shall be made only after the travel has been performed.
12. Unconditional quotations like an increase in fares or a change of airlines at the time of travel are not accepted.
13. The procuring agency reserves the right to award sector-wise whoever is found cheaper besides route and schedule conveniences.
14. 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.
15. The quoted rates are not subject to change for 24 hours following the scheduled opening of the bid (**Bid Validity**).
16. Bids will be evaluated as per the following criteria:
  - a. Offer submitted to the designated bid submission in email or person;
  - 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;

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f. Offers include requested company/organization documentation as mentioned above in Section 7 (Seven) and Annexure in complete.

17. 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.

18. All other terms and conditions, as specified above in Sections one to eighteen and Procurement **Rules and Regulations 2023**, shall remain in effect.

19. Please contact the procurement officer at 17733897 for any clarifications.

(Tashi Wangchuk)

**Head, Secretariat Services**

Head, Secretariat Services  
Anti-Corruption Commission  
Thimphu : Bhutan

Cc:

1. The Sr. Finance Officer, Cluster Finance Service for Autonomous, MoF for information.
2. Chief, DARE
3. Concerned staff: Rita Dakal, DARE

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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	
Website	
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/Y YYY	SECTOR	CLASS	PASSENGER Name	Round Trip Price Per Pax in Nu.	Remarks
01/06/2024	Paro-Delhi	Economy			
02/06/2024	Delhi-USA (Williamsburg International Airport)				
12/06/2024	USA(Harrisburg International Airport, Pennsylvania)-Del hi				
13/06/2024	Delhi-Paro				
<b>Total</b>					

Total Amount in Words:

### 4. Bidder's Declaration

- 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.
- 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.
- 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.
- Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
- By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized 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 authorized signatory.**

Name/Seal/Sign of Bidder:

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