



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; 2) 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.

FIGHTING CORRUPTION IS A COLLECTIVE RESPONSIBILITY

THIMPHU, BHUTAN. Post Box No. 1113, Tel: +975-2-334863/64/66/67/68/69 Fax No. 334865, Website: 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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