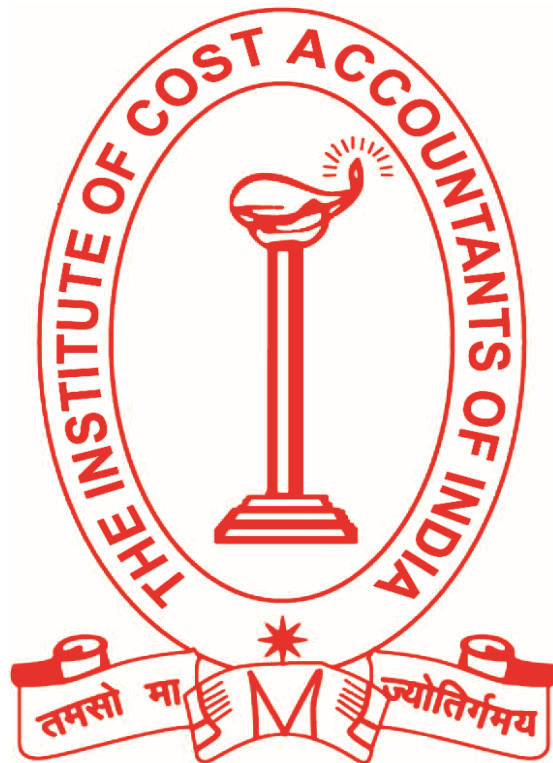




# TENDER DOCUMENT

## Empanelment of Travel Agencies (Air ticket booking)

Last Date of Submission: September 28, 2018 upto 16:00hrs.



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA  
12, SUDDER STREET, KOLKATA – 700 016**



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016**

**TENDER NOTICE**

**September 12, 2018**

**Ref.No: TC (Admin: Travel Agency)/09/2018**

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT TOUR/TRAVEL AGENCIES**

The Institute of Cost Accountants of India hereinafter "Institute" or "ICAI" intends to engage/empanel experienced, reputed and leading Tour and Travel Agencies located in Kolkata for arrangement of Air Tickets (both domestic and international), Train Tickets, Hotel Booking (both domestic and international), Visa Facilitation, Foreign Exchange Service & tour and travel related services for official use of the Institute of Cost Accountants of India. Sealed tenders under "Two Bid System" are invited for engagement of Tour and Travel Agencies for the Headquarters of the Institute at Kolkata in the prescribed bid forms enclosed with this bid document for a period of three year from the date of issue of work order with provision of further extension for two more years at the same terms and conditions if mutually agreed.

**The details of the tender are as under:**

1.	Type of work	Engagement of Tour and Travel Agencies for The Institute of Cost Accountants of India, Kolkata; for Air Ticket Booking
2.	Date of Announcement of	September 12, 2018
3.	Last date for submission of Tender	September 28, 2018 by 16:00 hrs (The Technical bid and Commercial Bid are to be sealed in separate envelope super-scribing Technical Bid and Commercial Bid respectively AND put in 1 common envelop together for submitting)
4.	Address of Submission	Tender Box, Ground Floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
5.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The EOI submitted through courier must mention on the main envelope 'Expression of Interest for Empanelment of Travel Agencies'
6.	Contact Person	Shri Abhishek Das (Admin) Email id : - traveldeskkolkata1@icmai.in

**Convener  
Limited Tender Committee**



➤ **THE CONTRACTOR SHOULD PROVIDE:**

The agency would ensure to booking of Air Ticket (Domestic/International), Train ticket, hotel booking (Domestic/International) delivery of tickets during working hours/holidays/after office hours (at the expense of the agency), Collection of ticket for cancellation, getting visa, Passport, confirmation/cancellation, up gradation/revalidation of tickets, documents, Visa Facilitation, foreign exchange service. The Scope of work of the agency in brief is as under:

1. Booking and issuing of domestic/international air ticket including pre-paid tickets arrange the same on immediate basis.
2. To Book train tickets, if required.
3. To provide other Tour and Travel related services, if required.
4. To provide Hotel booking (Domestic and International), if required.
5. To provide Visa Facilitation, foreign exchange services as and when required, if required.
6. Any other Job related to above clauses
7. Assistance for issue / obtaining new passport/ renewal and miscellaneous passport related services.
8. Assistance for obtaining visa and submitting passport at the embassies.
9. Issuance of foreign exchange as per RBI guidelines. The Agencies should have valid license for foreign exchange issued by RBI from time to time.
10. Obtaining travel related insurance including overseas medical insurance.
11. The agency will be available at all times for booking /cancellation of air tickets.
12. The agency will pass on to Institute all concessions /facilities extended by the airlines to the passenger on air journeys booked by Institute.
13. Submission of a formatted monthly statement of bills raised showing discount provided to Institute. In addition to the above, the statement should also include the cost of ticket of airline / railway.
14. Ensuring receipts of proper statement from airlines on points gained on deal codes secured by Institute and ensuring proper utilization thereof.
15. Assisting Institute in securing deal codes with other airlines.
16. Assisting Institute Employees in getting enrolled in frequent flyer Programmes.
17. Delivery of the tickets and travel documents either at Institute office, Delhi or over e-mail.
18. Hotel reservation, if required, in India and abroad.
19. Providing Travel services to Institute on 24hrs as and when required basis.
20. The bidder shall quote prices in Indian Rupees only.



➤ **GENERAL TERMS & CONDITIONS :**

1. At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may at its discretion, extend the date and time for submission of tenders.
2. Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority.
3. The bidder will be responsible for compliance with all Central and State laws as per rules/regulations / byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.

➤ **OTHER TERMS & CONDITIONS :**

1. The Agent will have to ensure prompt and timely delivery of tickets by hand/e-mail/fax at the Institute HQs. They may also be required to deliver the tickets at the residence of the travelling executives (during exigencies) as per instructions.
2. If required, the Agent may be required to book tickets at very short notice, one to three hours during office hours or beyond including Sundays/holidays.
3. Air tickets have to be booked from anywhere to everywhere as per requirement of the executives travelling over telephone/email/message.
4. Tickets will have to be booked at the cheapest rate in required category for given date of travel, unless otherwise committed.
5. In case tickets are not available as indented, the Agent will immediately have to inform Institute within thirty minutes.
6. Cancellation charges on tickets payable to Airlines shall be reimbursed by Institute on production of submission of proof of actual cancellation charge levied by airline. In case of corporate memberships at various airlines, the cancellation charges should be waived as is done by the airlines themselves.
7. If from a pool of tickets, that of one officer's ticket has to be cancelled, care must be taken that the tickets of other officers in the pool who will travel, are not cancelled at all.
8. If however, an officer finds at the airport, or at the last moment before travel that his/her ticket has been cancelled and is forced to buy a ticket at a steep price, the difference of the price between the original ticket and the latter bought at the last moment will, in this case, be deducted from the next



bill.

9. The firm should have a provision to take bookings 24x7.
10. Validity period of all classes of International/Domestic Air tickets shall be duly mentioned on the ticket.
11. In case of any extra incentive/ privilege like extra ticket etc. (i.e. over and above normal incentive/discount to Travel Agents) is given by the Airlines the same will be passed on to the account of Institute and not to the person for whom ticket is arranged.
12. If during the visit abroad any sector remains unused, the Air Tickets Coupons will be passed on to the agency for refund and the agency shall arrange refund to Institute.
13. The requisition for Air tickets/Visa/ Passport must be taken by the agency from the authorized person of Administration Division or any person designated to be making requisition of tickets by the Institute. Any tickets made from unauthorized requestor, if not recommended by authorized person of Administration shall not be considered for payment.
14. For assistance in obtaining Visa/passport, VFS service charge on approved rate/prescribed by VFS centres will be paid by the Institute.
15. In cases like that of the above, the agency will be penalized if an officer faces harassment of the above nature. If such a conduct is reiterated thrice, the entire contract will be terminated.
16. Delivery of tickets will be arranged by the Agent at his own cost. In case the tickets are not delivered within time, the Agent will be solely responsible for the same and no payment for such tickets will be made.
17. In case any Airline offers directly to the Institute any "Corporate Arrangement Benefit: like incentive/volume discount/frequent flyer discount on booking of certain number of tickets or annual value of business etc., the deal Code allotted to Institute by travel agents may be informed which would enable concerned Airline to record the sales on Institute account and Institute to avail necessary incentive.
18. In addition to discount mentioned in the price bid, the Agents shall intimate and transfer all additional discounts/ benefits to Institute which are given by the Airline Authority.
19. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Institute.
20. The Institute reserves the right to accept or reject quotations if all bids fail to justify :
  - a. effective competition is lacking.
  - b. all Bids and Proposals are not substantially responsive to the requirements of the Procurement Documents.



- c. the Bids'/Proposals' prices are substantially higher than the updated cost estimate or available budget; or
  - d. none of the technical Proposals meets the minimum technical qualifying score
21. The Institute has the right to empanel more than one agency for this work and may give the booking orders or any other service orders to anyone or more of the agencies empanelled, at its own discretion.

➤ **ELIGIBILITY CRITERIA:**

- i. Bidder shall be an Indian Company / firm/sole proprietor agency engaged in Tours and Travels (Domestic/International)–Air and have its office/branch office in Kolkata.
- ii. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender
- iii. Bidder agency should have Central Reservation System (CRS), whereby Institute employees may log in and book and e-print the required airline/Rail tickets.
- iv. The bidder should have the IATA membership and should be serving at least 1 Govt. Organization (proof should be attached) for the last 3 financial years.
- v. The tenderer must have a valid Trade License issued by appropriate Authority to carry out the business of Air Travel Agency. A photocopy of the same must be included.
- vi. Bidder should have experience of providing tickets to Govt. Organizations for past three financial years i.e. any three 2014-15, 2015-16, 2016-17 & 2017-18 and value of orders for one particular year from one particular Govt. Organization/PSU should be at least Rs 4.00 lakhs.
- vii. Audited Annual turnover of the bidder in the past three financial years i.e. any three of 2014-15, 2015-16, 2016-17 & 2017-18
- viii. Bidder who has been blacklisted either by the Tender Inviting Authority or by any State Government or Central Government Organization will not be allowed to participate in the tender during the period of blacklisting.
- ix. The agency should be able to provide 24x7 services. The agency should be prepared to provide the services on Saturday/Sundays/ Holidays besides normal working days, if so required by the Institute.



- x. The agency should have adequate professionally trained manpower. Names, address & telephone numbers of five major clients may be provided for obtaining necessary confirmation regarding the standard of services and other relevant details.
- xi. The agency should be having valid PAN/ TAN/ GST/All applicable licenses.
- xii. The agency will be required to offer a minimum of 30 days for payment of their bills.

➤ **TERMS OF PAYMENT:**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made on fortnight basis on submission of bills.
3. Necessary TDS will be deducted from the bill as per the IT Act
4. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 21 days of the submission of the complete documents.

➤ **PENALTY CLAUSE:**

In the event of Contractor failing to execute the work at any time to the full satisfaction of the Institute, the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full.

- Fails to provide service in conformity with the contract document, or
- Fails to carry out work in accordance with the schedule of services, or
- Suspends the work without authority from Institute or
- Commits or suffers or permits any breach or observes or persists in any of the above mentioned breaches of the contract, after notice in writing to the Agent by Institute requiring such breach to be remedied or
- If the Agent abandons the work.

➤ **AWARD OF WORK**

For each case of bookings, any job depicted under "**THE CONTRACTOR SHOULD PROVIDE**" (page 3), empanelled vendors will be asked to offer their quote and L1 party of them will be awarded with the job.

➤ **CONDITION IN CASE OF DISPUTE**

1. In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 30 days failing which all disputes will be subject to the Jurisdiction of Kolkata Court only.



2. The Institute reserves the right to add/ delete/ modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application for empanelment would not guarantee the award of contract.

➤ **PERIOD OF CONTRACT**

1. The contract will be valid for three year from the date of award the contract and can be extended for one year at same terms and conditions by mutual consent of the parties. No request of hike in approved rates will be entertained during the period of contact for any reason whatsoever.
2. In case of unsatisfactory performance by the vendor, Institute may terminate the contract having served one month's notice. Institute even reserves the right to blacklist the vendor if it so decides. On the other hand if the vendor decides to discontinue its services, three months' advance notice must be served to Institute.

➤ **SUBMISSION OF BIDS**

1. Tenders duly signed by the Tenderer shall be submitted into two parts in separate sealed envelopes super- subscribing "A" Technical bid and "B" Financial bid. Both the envelopes should be put into a third envelope super- subscribing with "**Empanelment of Travel Agencies**" (Bid Reference – **Tender/Admin/2018-19/TRAVEL AGENT**) and addressed to 'The Convener, Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700016 to be put in the Technical envelope.
2. The documents as mentioned earlier shall be furnished along with the technical bid.
3. The formats of the all Annexure duly signed by the firm with stamp, shall be furnished.

➤ **TECHNO-COMMERCIAL BID - COVER "A"**

The Bidder should furnish the following documents/charges in a separate cover hereinafter called "Cover A".

- Constitution of Company of Bidder: Documentary evidence regarding constitution of the company /concern such as Certificate of Incorporation, Partnership Deed etc. with details like Name, Address, Telephone Number, Fax Number, E-mail Address of the firm with names of the Managing Director / Partners / Proprietor.
- Power of Attorney of Bidder: Attested copy of instruments such as Power of Attorney, Resolution of Board etc., authorizing an officer of the bidding firm to submit their bids. Such authorized officer should sign the bid documents.
- Undertaking of Bidder: Undertaking in the form at Annexure-II A & Annexure-II B
- Registration Certificate: Attested copies of valid IATA Registration Certificate.





- Annual Turnover : Annual turnover statement for past three financial years of any three i.e. 2013-14, 2014-15, 2016-17, 2017-18 in the format given in Annexure- III certified by the Auditor/Chartered Accountant.
- Execution of similar contracts of Bidder: Details of services made during the last 3 financial years with summary of Purchase Orders in Annexure IV
- Goods & Service Tax Registration Certificate of Bidder: Good & Service Tax Registration Certificate of last financial year.
- Signature & Seal on each page: The tender document signed by the Bidder in all pages with office seal.
- Checklist of documents: A Checklist (Annexure-VII) for the list of documents enclosed with their page number. The documents should be serially arranged as per this Annexure-VII and should be securely tied or bound.

➤ **PRICE BID – COVER "B"**

- Cover "B" shall contain the Price Bid in the format at Annexure VIII of the Tender.
- Landed Cost: The "Price Bid" should contain the service charges that will be charged per ticket at Annexure VIII.

➤ **OPENING OF COVER "A" AND COVER "B" OF TENDER**

- Only those bidders whose Technical Bids are found to be acceptable after technical and commercial evaluation may be invited to be present at the date and time of opening of Price Bid - Cover "B" of the tender. The price bids of tenderers not found technically qualified shall not be opened.

➤ **VALIDITY OF BID:**

Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Purchaser may solicit bidders consent to an extension of validity period.

➤ **NO REVISION/CORRECTION OF RATES**

No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained after submission of the bids.

➤ **EXECUTION OF ORDER**

Order will be placed on the successful Bidder at the discretion of the Tender Inviting Authority. Unless otherwise specified, services should be rendered directly by the successful bidder and not through any other agency.

➤ **ACCEPTANCE OF TENDER**

Tenders will be evaluated with reference to technical and commercial parameters to determine the



technically qualified bidders.

Price Bids of technically qualified bidders will be evaluated with reference to the quoted rates (landed price of each item). Conditional discounts shall not be taken into account for price comparison.

➤ **NON ASSIGNMENT**

The Bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

➤ **Invoice and payment:**

- The tax invoice for supply of Goods & Services should be raised as per the provision of GST Act & Rules and must compulsorily mention the following:
- SCI GSTIN: as below
  - KOLKATA West Bengal 19AAATT9744L1ZP.
- HSN code or Service Accounting Code for supply of goods or services.
- GSTIN of Supplier
- Taxable value of supply
- Tax rate- Central Tax & State Tax or Integrated tax and cess.
- Amount of Tax charged

➤ **Reimbursement of GST to the vendor is contingent upon complying with the following condition by the service provider:**

- Uploading the onward GST Return (GSTR-1) in GSTN Network portal within the statutory time period.
- Discharging the GST tax liability to the Government
- Submission of Tax Invoice to the Institute
- Availment of Input Tax Credit by the Institute

➤ **Input Tax Credit:**

- In case GST credit is delayed/ denied to Institute, due to non/ delayed receipt of goods and/ or services and/ or tax invoice or expiry of timeline prescribed in GST Law for availing such ITC, or any other reason not attributable to the Institute, GST amount shall be recoverable from vendor along with interest & penalty levied/ leviable.
- In case vendor delays declaring such invoice in his return and GST credit availed by the Institute is denied or reversed subsequently as per GST law, GST amount paid by the Institute towards such ITC reversal as per GST law shall be recoverable from vendor/ contractor along with interest & penalty levied/ leviable on the Institute.
- In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any incomplete work/ service, then Institute will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal).
- For any such delay in availing of tax credit for reasons attributable to vendor (as mentioned above), interest as per the GST Act & Rules, along with penalty, if any will be deducted for the



delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.

➤ **Penalty for Non-compliance of GST Act:**

- Penalty amount so determined along with GST if applicable thereon shall be recovered from the contractor.

➤ **TERMINATION CLAUSE:**

The Institute reserves its right to terminate the contract for any reason at its absolute discretion including but not limited to the following:

- If the tenderer is adjudicated insolvent by a Competent Court or files for insolvency or if the Tenderer being a company is ordered to be wound up by a Court of Competent Jurisdiction
- Tenderer commits any breach of the terms of this contract/ tender document
- The tenderer is involved in wrongful billing
- In the event of unsatisfactory service
- If the information furnished in the Technical Offer is found to be incorrect.

The decision of the Institute in terminating the contract will be final and binding on the tenderer.

➤ **FUNDAMENTAL CLAUSE**

**PROCEDURE OF TICKET BOOKING:**

**By this tender, more than one Agency will be empanelled with the Institute.**

**Booking will be given as per following procedure -**

**For each time of booking, Institute will take quotations from all empanelled vendors including Delhi Office of the Institute; lowest rate including service charges amongst them will be eligible for issuance of ticket.**



**Format of Technical Bid**

Sl. No	Particulars	Details to be filled in by the Agency
1.	Name of the Firm/Company	
2.	Registered office/business address  Telephone/Mobile Number Email and fax number	
3.	Name of Contact Person (s)	
4.	Address in Kolkata  Telephone/Mobile Number Fax Number Email Name (s) of the contact person(s)	
5.	Year of Incorporation/ Constitution	
6.	Income Tax – PAN (Attach copy of PAN)	
7.	GSTN (Attach copy of GST registration)	
8.	PF/ ESI No. (Attach copy)	
9.	Average Turnover/business Volume per year during last three financial year i.e. 2017-16, 2016-15 and, 2015-14	
10.	Whether registered with Registrar of Firms / Companies? Date of Registration (Attach copy of orders / proof)	
11.	Detailed profile of the organization, management, Manpower, capacity of cab, variety of services, owned cab etc	

12.	Manpower, capacity of cab, variety of services, owned cab etc	
13.	<p>Infrastructure details:</p> <p>1) Whether the agency has countrywide network of branches located at all the major cities in India</p> <p>2) Whether the agency have latest Computerized system.</p> <p>3) Whether the agency have adequate professionally trained manpower.</p> <p>4) Whether the agency is providing Services to Central/ State Government/ CPSE/ State Govt PSE / Statutory bodies / Autonomous bodies/ Financial institutions/ MNCs for last 5 years</p>	
14.	<p>References – Empanelled as Travel Agency with at least three (CPSEs) or State (PSEs) or autonomous body or Central Govt Depts. or State Govt. Depts. and three leading Private Sectors. (with documentary evidence)</p> <p>Please provide Names, address &amp; telephone numbers for obtaining necessary confirmation regarding the quality of service and other relevant details in Annexure III</p>	<p>A. CPSE/PSE/Central or State Govt.:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>B. Leading Private Company</p> <p>1</p> <p>2</p> <p>3.</p>
15.	Whether satisfactory service certificates from the concerned Office/Department have been attached.	Yes/No
16.	Whether the agency is in a position to provide dedicated staff for servicing the need of the Institute	Yes/No
17.	Whether the agency is prepared to	Yes/No



	provide 24/7 services on Sundays/ Holidays besides normal working days, if so required by the Institute.	
18.	Please indicate days of credit the agency is prepared to offer.	No of days:
19.	Any other relevant information	
20.	Verification – The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Institute, if it deems fit.	

Signature:

Date:

Name & Seal of Firm/Co.



**ANNEXURE II-A**  
**UNDERTAKING**

To

Secretary (Acting)  
The Institute of Cost Accountants of India

Tender No. \_\_\_\_\_  
For \_\_\_\_\_

We, do hereby declare that presently we do not stand blacklisted by any Central or State Government organization or debarred from participating in tenders of such organization and are therefore eligible to participate in Institute Tender No.....  
Date.....

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :



## ANNEXURE II B

### UNDERTAKING ON FRAUD & CORRUPTION (for bidder)

We ..... do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for transportation of goods under tender reference no ..... we shall strictly observe the terms and conditions against fraud and corruption in force in the country.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :





**ANNEXURE-III**

**ANNUAL TURNOVER STATEMENT OF THE BIDDER**

The Annual Turnover of M/s \_\_\_\_\_ for the past three financial years are given below and certified that the statement are true and correct.

Sl. No.	Year	Turnover in Lakhs
1.		
2.		
3.		
	Total	- Rs. _____ Lakhs
	Avg.	- Rs. _____ Lakhs

Date :

Seal :

Signature of Auditor / Chartered  
Accountant  
(Name in Capital Letters)



**ANNEXURE - IV**  
**Performance Statement (of the Bidder)**

Tender No:

Sl.	Name and full address of the purchaser	Year	Value
	<b>1</b>	<b>2</b>	<b>3</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(Please use additional sheets if required)

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

## Annexure V

### CHECK LIST

<b>Sl.</b>	<b>Cover A</b>	<b>Yes</b>	<b>No</b>
1.	Documentary evidence for the Constitution of the company		
2.	The instruments such as Power of Attorney, Resolution of Board etc.		
3.	Undertaking as per Annexure II A & B		
4.	IATA Registration Certificates		
5.	Goods & Service Tax Registration Certificate		
6.	Annual Turnover Statement for 3 years (Annexure – III)		
7.	Performance Statement as per Annexure IV & orders for one particular year from one particular Govt. Organization		
	<b>Cover B</b>	<b>Yes</b>	<b>No</b>
1.	Price Bid as per Annexure V		

**ANNEXURE V**

**PRICE BID**

Tender No. ....

Sl. No.	Service Charge (in Rs) per ticket Domestic	Service Charge (in Rs) per ticket International

Taxes .....

Total – Rs. (in words) .....

Rs. (in words).....

SIGNATURE : NAME &

DESIGNATION : DATE

: NAME & ADDRESS OF THE FIRM :