



BCAA/HRD/11/2023-2024/715

17 January 2024

NOTICE INVITING TENDER

(Procurement of Air Ticket)

The Bhutan Civil Aviation Authority, Paro, is pleased to invite sealed bids from the eligible bidders for the supply of air ticket as per the following terms and conditions:

Date of Travel (DD/MM/YYYY)	Sector	Class	No. of Passenger	Remarks
27/01/2024	Paro - Dhaka	Economy	1 pax	Official have to reach Dhaka on 27/01/2024 and depart Dhaka on 16/02/2024
16/02/2024	Dhaka - Paro			

Type of Airline: Mention the Airline name and itinerary clearly.

Terms and conditions:

1. All bids must be submitted in a sealed envelope marked as "**Quotation for Air Ticket**" to the Director, BCAA, on or before **22nd January 2024** before **02:00 p.m.** and will open on the same day at 02:00 pm.
2. The rate should be quoted as per the sector given above and will be selected for the **most economical route**.
3. Tender document should contain a copy of **valid trade licence, Tax clearance certificate** and lump sum amount of **Nu. 10,000/-** only as earnest money deposited in the form of draft/cash warrant issued in favour of the Director, BCAA.
4. The earnest money of Nu. 10,000.00 of the lowest evaluated bidder shall be retained with BCAA as performance security deposit and will be returned only after the delivery of the air tickets mentioned in the supply order for the above sector.
5. **Airline and seats must be confirmed while submitting the quotation and submit confirmed itineraries.**



ལྷན་ཁག་གི་བའི་མཁའ་འགྲུལ་དབང་འཛིན།
གཞི་རྒྱུ་མཁོ་ཆས་དང་སྐྱེལ་འདྲེན་ལྷན་ཁག། དཔལ་ལྷན་འགྲུག་གཞུང།
Bhutan Civil Aviation Authority
Ministry of Infrastructure & Transport
Royal Government of Bhutan



6. Conditional quotations entailing an increase of fares or change of airlines at the time of travel and offer such as wait list or offering alternative route shall not be accepted.
7. Bidders shall quote for flexible tickets to enable change and refund in the event of any unavoidable circumstances. Cancellation and rebooking charges per ticket may be specifically mentioned, wherever applicable.
8. Payment shall be made only after availing the travel and only upon submission of duly verified bills.
9. The procuring agency reserves the right to award sector wise whoever found cheaper besides route and schedule conveniences.
10. Quotations without EMO, valid documents and without a sealed envelope will be rejected.
11. The purchaser reserves every right to reject the bids if it is found not responsive to our terms and conditions, and the decision of the tender committee will be final and binding.

DIRECTOR

Bhutan Civil Aviation Authority