



Govtech/Pro-02/2023-24/ 2911

April 17, 2024

Ms .....

**Subject: Quotation**

Dear Sir/Madam,

The Government Technology (Govtech) Agency, Thimphu would like to invite quotation for the air ticket for the itinerary below. You are requested to submit your quotation before 10:30am (19/4/2024).

Date of travel	sector	Class	No of passenger
5 <sup>th</sup> May 2024	Banglore to Paro	Economy	01
12 <sup>th</sup> May 2024	Paro to Bangalore		

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

**Terms and Conditions:**

1. All bids must be submitted in a sealed envelope (plain) addressed to Procurement Officer, Govtech and should be marked as “Quotation for Air Ticket with its respective sectors” on 19th April, 2024 on or before 10:30 AM and it will be opened at 11:00 AM on the same day. The quotation received after the deadline of submission shall be rejected as received late.
2. The rate should be quoted as per the sector given above and will be selected for the most ECONOMICAL ROUTE. However, bidders are requested not to quote for budgeted airlines.
3. The Bidder (s) shall enclose a copy of valid trade license, tax clearance certificate along with its bid.
4. The rates quoted shall not be subject to change after the award of the service.
5. Conditional quotations entailing an increase of fares or change of airlines at the time of travel and offers such as wait list or offering alternative route shall not be accepted.
6. Airline and seats must be confirmed while submitting the quotation and submit confirmed itineraries.



འབྲུག་གཞུང་འཕུལ་རིག་ལས་ཁྲེ།  
Government Technology (GovTech) Agency  
Royal Government of Bhutan



*A technologically advanced nation, with empowered citizens, and a thriving digital economy*

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 maybe specifically mentioned, wherever applicable.
8. All rates should be mentioned in our local currency and should be inclusive of all incidental charges of Air service agents (Druk Air or Bhutan Airlines)
9. Payment shall be made only after availing the travel and only upon submission of duly verified bills.
10. The procuring agency reserves the right to award service considering the route and schedule conveniences.
11. Bids shall be rejected or bidders shall de-barred from participating in the bidding process if they are found involved in any form of corruption or in collusion with the client.

Sincerely yours,

(Tempa Gyeltshen)  
Procurement Officer

Copy to:

1. Dr. Pooja Lepcha-DoTS