



GOVERNMENT OF PAKISTAN

National School of Public Policy

TENDER FOR PURCHASE OF INTERNATIONAL AIR TICKETS

1. Sealed offers are invited from IATA approved travel agents, registered for sales and Income Tax to submit their bids of lowest economy class air fare for study tours of senior public servants to different countries. Eight groups comprising around 10-12 members each will be travelling to the following destinations.

Groups	Travelling Schedule
Group-A: Lahore – Ankara – Washington – Boston – Washington – Lahore	9 th May, 2016, Arrival in 1 st Country 13 th May, 2016, Departure for 2 nd Country 19 th May, 2016, Departure for Pakistan
Group-B: Lahore – Colombo – Shanghai – Beijing – Lahore	
Group-C: Lahore – Bangkok – Seoul – Lahore	
Group-E: Lahore – Doha – London – Lahore	
Group-F: Lahore – Geneva – Paris – Lahore	
Group-G: Lahore – Prague – Vienna – Lahore (Reserved)	
Group-H: Lahore – Helsinki – Copenhagen – Lahore (Reserved)	
Group-D: Lahore – Saint Petersburg – Moscow – Ashgabat – Lahore	9 th May, 2016, Arrival in 1 st Country 15 th May, 2016, Departure for 2 nd Country 19 th May, 2016, Departure for Pakistan

2. Rates to be quoted for itinerary as indicated above.
3. The competition will be held on the following basis:
 - a. Lowest quoted economy class air fare.
 - b. The discount on percentage offered by the bidders to the NSPP in relation to PSF (Passenger Fee Services) approved by IATA and on group rates where applicable
4. Other terms & conditions are as under:-
 - a. The company/agency profile must be provided along with quotation.
 - b. 90% of total amount of air tickets will be paid on receipt of tickets and balance 10% will be paid on satisfactory completion of official visit.
 - c. The bidder should ensure that not more than ten nights (**four nights in the 1st country + six nights in the 2nd country except Group-D where six nights in the 1st country + four nights in the 2nd country**) are spent on the tour as per para-1.
 - d. The bidders shall bid for all the groups as mentioned at para 1 above. Incomplete bids will not be entertained.
 - e. 2% of the total bid amount shall be deposited as earnest money along with the bid in shape of Pay Order/ Demand Draft in the favour of DG (Administration), National School of Public Policy.
 - f. Conditional tender will not be accepted.
5. Bids addressed to the Director General (Admin) should reach in his office on or before 7th of Apr, 2016 by 10:00 a.m. by post or through courier at National Management College, National Management Wing, (former PASC), The Mall, Lahore. For any clarification please contact the Directing Staff (Admin), Ph. No. 042-99203887, Fax No.042-99201294. Bids dropped at any other office or after given date and time will not be accepted.
6. Tender documents containing the detailed instructions, terms and conditions can be purchased on any working day during office hours from the undersigned office by paying price of Rs. 1000/- per tender document by or one day before the tender opening date. Only the tender documents which have been duly purchased from the office of the undersigned will be acceptable.
7. Tenders will be opened in the office of Chairman Air Ticket Purchase Committee at 11.00 am on 7th of Apr, 2016 in the presence of the bidders who opt to be present.
8. NSPP reserves the right to reject any or all bids as per PPRA Rule 33.
9. The price must be quoted in Pak Rupees including all applicable taxes.
10. The successful bidders shall be responsible for confirmed travelling of the groups/its members as per travel itinerary finalized with him. In case of failure, the contractor will be responsible to pay for the loss, damages and any related additional expenditure which might occur resultantly.

Directing Staff (Admin)
National School of Public Policy,
The Mall, Lahore