

GEN/PMI/665/01/2022

Permanent Mission of India
Geneva

NOTICE INVITING QUOTATION FROM TRAVEL AGENTS/AGENCIES FOR BOOKING OF AIR TICKETS ON GOVERNMENT ACCOUNT FOR OFFICIAL JOURNEYS WITH A DEFINED CHARGES FOR BOOKING, CANCELLATION, DATE CHANGE, PAYMENT TERMS, ETC., CHARGED BY THEM

The Permanent Mission of India to United Nations and Other International Organizations offices in Geneva invites quotations from Travel Agents/Agencies for booking of air tickets on Government Account for official journeys with a defined charges for booking, cancellation, date change, payment terms, etc., charged by them.

Interested Travel Agents/Agencies are requested to submit requisite information in the following format.

Name of firm/Person with registration details/Copy of Resident permit /work permit	Type of Service rendered	Booking charge per ticket	Cancellation Charge per ticket	Other charges if any viz. date change, rescheduling etc	Mode of Payment
					Bank transfer only

Note: It may kindly be noted that TVA is exempted for diplomatic Missions therefore, all invoices should be without TVA.

The quotation should be submitted in a **sealed cover** along with supporting documents addressed to ***“Head of Chancery, Permanent Mission of India to UN, Geneva, 9, Rue de Valais, Geneva 1202”***. Envelope should be superscribed as ***“Quotation for Empanelment of Travel Agents/Agencies”***.

Any query/enquiry in this regard may be sought from Attaché (Admn) at telephone No.0041- 9068686 (Extension Number-263) and email id adm1.genevapmi@mea.gov.in.

The last date of submission of quotation is 30.04.2022.

Dated : 19.04.2022