

Sey/665/01/2023
High Commission of India
Victoria

The High Commission is in the process of empaneling selected travel agents to their approved panel for the purpose of purchasing of air-tickets for the members of the Mission and other officials

2. The text of ' Expression of Interest' and other terms and conditions as follows:
 - a.The tickets must be on the basis of **lowest fares** and refundable if admissible under the terms and conditions of the respective airlines.
 - b.The cost and the booking option offered by the agency must hold for a reasonable period and this time limit shall be communicated at the time of sharing the booking option and price.
 - c.Quotes should be on all available routes at the time of ticketing or as per the specific route requested.
 - d.Agent should share booking option keeping in mind the business requirement of the official.
 - e.During office hours, the agency must remain reachable by phone and email.
 - f.High Commission's request for booking of tickets may be addressed promptly, preferably on the same day. In case of any urgency, the request may be addressed at the earliest possible.
 - g.The High Commission shall finally confirm the booking option of the lowest fare made available.
 - h.The invoices shall be raised as per standard business practice. Payments for the invoices received and found in order shall be settled by the High Commission within 30 days through bank transfer or cheque.
 - i.Any kind of dispute that arises shall be resolved mutually.
3. May like to convey your acceptance to the terms and conditions in Para 2 above to the High Commission by return mail **within 30.10.2025**. Acceptance of this terms and conditions shall formally bring your agency on board as one of the service providers.
4. Please do not hesitate to get back to us on tel No. 4674126 in case of any clarification.