

# INDIAN INSTITUTE OF MANAGEMENT NAGPUR



## TENDER DOCUMENT

FOR

*“Empanelment of travel agency for providing airline/train tickets, travel arrangements, local transport arrangements, accommodation arrangements, visa and foreign exchanges for IIM Nagpur.”*

### Part-1 Technical bid

**Client**

CAO

Indian Institute of Management Nagpur - 441108

Email: [purchase@iimnagpur.ac.in](mailto:purchase@iimnagpur.ac.in)

Phone no. 0712-2870320/321

[www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)

## Notice Inviting Tenders

Tender no: IIMN/142/2023-24/12 dated 29/12/2023

### 1.1 Introduction

IIM Nagpur was established in the year 2015 and is now established in its State-of-the-art permanent campus at MIHAN, Nagpur.

A key aspect of IIM Nagpur's mission is to make an impact on the practice of management. IIM Nagpur, being a new generation IIM, aims to create value-driven leaders, global managers, and entrepreneurs with strong conceptual foundations and analytical approach to help them be the best in whichever field they choose. The aim is to innovatively address the needs of a modern India, and connect aspirations and realities to attain benchmarks that are respected internationally. IIM Nagpur is gradually increasing its portfolio of activities to fulfill these objectives.

### 1.2 Bid invited for

Bids are invited under two bid system from experienced service providers for:- "Empanelment of travel agency for providing airline/train tickets booking services, local transport and accommodation arrangements, visa and foreign exchange services for IIM Nagpur." (Hereinafter to be referred as "IIMN")

### 1.3 Schedule of Events

Bid Publishing Date	29/12/2023
Pre-bid meeting	<b>05/01/2024 at 11.00 A.M at IIM Nagpur</b> (Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108)
Bid Submission Start Date	29/12/2023
Bid Document Download End Date	22/01/2024
Bid Submission End Date	22/01/2024 <b>up to 3.00 PM</b>
Part 1: Pre Qualification Bid OpeningDate	22/01/2024 at <b>3.30 PM</b>
Part- 2 : Financial Bid Opening Date	Will be intimated later

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## Chapter 1

### General terms and conditions

Clause No.	Title	Description
101	Name of Service	“Empanelment of travel agency for providing airline/train tickets booking services, local transport and accommodation arrangements, visa and foreign exchange services for IIM Nagpur.
102	Reference no.	IIMN/142/2023-24/12 dated 29.12.2023
103	Tender Fees	Nil
104	Earnest Money Deposit (EMD)	A Bid Security Declaration is to be submitted by the bidder in lieu of EMD. The format (Attached as <b>Annexure B</b> ) shall be printed on the bidder's letterhead, signed and stamped by the authorized signatory and submitted with the PQ & Technical Bid.
105	Contract Period	The Contract will be initially for a period of one year from the date of signing of the agreement. Depending upon the requirement and administrative convenience of IIM Nagpur and based on the satisfactory services of the service provider, the contract may be extended for a further period of two years (One year at a time) on the same terms and conditions. However, the institute reserves the right to terminate/curtail the contract at any time after giving one month's notice without assigning any reason.
106	Security Deposit (ISD) / Performance guarantee	NA
107	Release of ISD	NA
108	Issue of the bid Document	To be downloaded from website: <a href="http://www.iimnagpur.ac.in/tenders/">www.iimnagpur.ac.in/tenders/</a>
109	Type of Contract	Annual rate contract - Actual Service charges to be paid for the number of bookings done per year.
110	Scope of Work	Detailed scope as per Chapter 3
111	Essential Requirement	The bidder must have all statutory registrations like PAN, TAN, GST etc. as applicable from time to time concerning this contract. Essential requirements about Prequalification criteria as per Chapter 2 to be submitted.
112	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than those mentioned and/or not conforming to the technical specifications/requirements of the bidding documents will not be considered.
113	Bid Validity	Bid submitted by a bidder shall remain valid for a period of 3 Months from the date of opening of bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation

		subsequent to submission of bid at their own, the offer shall be treated as "REJECTED".
114	Rejection of bid(s)	The institute reserves the right to reject any or all the bids/tender relating to the work under this Tender Document without assigning any reason whatsoever.
115	Bid format	The bid shall be submitted in a sealed envelope which will have the two bid envelopes as follows:
	<b>Sealed Envelope - 1</b>	<b>Prequalification Bid cum Technical bid (Clearly mentioned on the envelope)</b> Relevant supporting documents as per PQ criteria, Copy of GST, PAN, business registration etc. as applicable for this contract, Turnover certificates, experience certificates Annexure A, B, Technical bid documents signed and stamped on each page.
	<b>Sealed Envelope - 2</b>	<b>Price Bid (Clearly mentioned on the envelope)</b> Price bid document downloaded from IIM Nagpur website, filled, signed, and stamped.
116	System of Bid Evaluation	Price Bids of only those bidders who qualify in the Pre-qualification and Technical evaluation process will be opened.
		The bidders qualifying the Technical criteria and getting the highest composite score as per the bid evaluation scheme will be considered for award of contract.
		Mere submission of the tender does not award right to the bidder for the award of the work.
117	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the service under this Tender Document without assigning any reason whatsoever.
118	Contract Agreement	If required by IIM Nagpur, the successful Bidder shall be required to execute a contract Agreement with IIM Nagpur on a non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIM Nagpur reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.
121	Work and risk cost	The Institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the service provider if it is found that the work requirement is not fulfilled by the service provider.
122	Indemnity	The Service provider shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The service provider shall abide by and observe all statutory laws and regulation and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or by laws.
123	Compliance with rules and regulations	The Service provider shall comply with all norms stipulated by the institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency by Drivers, Safety Precautions and Safety Regulations and others as necessary by Government of India.

124	Authorization	The Service provider shall submit to the Institute the names and specimen signatures /Power of attorney of the persons authorized by him to sign bills, receive payments, receive instructions/notices etc. on behalf of the Service provider.
125	Safety and Security	Service provider shall abide by the safety code provisions as per safety codes framed from time to time by the government for this service.
126	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates taking in to account of all expenditure required to be incurred by him/her for providing required service during the contract period as indicated under his contract and afterward no variation on any account unless otherwise specifically mentioned will be allowed. ONLY GST will be paid extra as applicable.
127	Assignment and sub-contracting	The Service provider shall not assign, sub-contract or sublet the whole or any part of the service in any manner. In case of unavoidable circumstances, the service provider shall do it with the approval of the institute.
128	Misconduct	The Service provider shall keep the institute indemnified from and against all personal and third-party claims whatsoever arising out of any commission or omission by Service provider or his employees, or representatives as the case may be.
129	Payment of Bills	Payments will be made only by NEFT / RTGS.
	Monthly OR as per trips as the case may be	Payments will be made after submission of bills provided the bills are complete and duly authenticated by the specified Officer(s).
130	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the first year of contract. If the contract is further extended, the revised rates will be invited from the service provider which will remain valid for the further period of contract.
131	Non-tender items/ Extra Items	In case of service requirements, which the service provider has to execute and which are not covered in the tender, the rates shall be paid based on MUTUALLY agreed rates duly certified by institute authorities.
132	Method of Measurement	Actual bookings done / services rendered.
133	Exit Clause	The contract can be terminated after giving 2 months' notice period from either side or naturally after end of contract.

134	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration subject to Arbitration Act of 1940 and its amendments, modifications to-date. Arbitration cost to be shared equally by the owner and the service provider. In case of any dispute, Director, IIMN shall be the sole arbitrator and his decision shall be final & binding on both the parties.
135	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
136	Taxes, Labour laws and Other regulations	The Service provider will be exclusively responsible to meet and comply with all legal requirements related to the work. The Service provider shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or anything done or service rendered pursuant thereto.
137	Precedence Clause	In case of any ambiguity in interpretation, the decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.
138	Mathematical error	During the opening of price bids the quoted rates will be declared. However, during calculation verification, if there is any error found in the total amount, the agency will be called for clarification. However, the decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.
139	Other	Any conditions/terms given in the bid by bidders on their own shall not be binding on the IIMN. All the terms and conditions will be as given herein and no change in any terms or conditions by the bidders will be acceptable.  Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has the authority to bind the Bidder. If subsequently, it comes to light that the person signed had no authority to do so, IIMN may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.



		<p>Any bid received by IIMN, after the deadline for submission of bids prescribed by the IIMN, shall be rejected and returned unopened to the bidder.</p> <p>Any cutting/overwriting etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten.</p>
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## Chapter 2

### Pre-Qualification Criteria and Technical Bid

Sr. No.	<b>Only those Bidders who meet the following minimum criteria will be considered for bid evaluation:</b>
2.1	The bidder must be a Government-registered and authorized travel agency providing services of the nature required in this bid. (Self-attested copy of Udyam / Shop & establishment / Registration to be furnished)
2.2	The bidder/agency should be an IATA (International Air Transport Association) approved/accredited travel agent. (Self-attested valid copy to be furnished).
2.3	The Travel agency should have been in operation for a minimum period of 5 years before the date of application (Self-attested copy of registration certificate to be furnished)
2.4	The agency must have a minimum Annual Turnover of Rs.2 Crore in any three of the last five financial years i.e. from 2018-19 to 2021-23 ( CA certificate to be submitted)
2.5	The agency should not have been blacklisted by any organization at any point of time. (Undertaking to be submitted)
2.6	The Travel agency must have at least three work orders of Government organizations / Corporations for travel booking services. (Self-attested copies to be furnished)
2.7	Must be registered under the Goods & Service Tax Act. (Self-attested GST Registration Certificate to be furnished)

#### **PQ bid - Submission of documents to assess pre-qualification criteria:**

- Bidders must submit documentary proof in support of meeting the above pre-qualification criteria. Simply an undertaking signed by the bidder for any item of the criteria shall not suffice.
- Bidders must ensure that the documents submitted are named appropriately and as referenced in this bid document.
- Only the bidders fulfilling the above criteria will be considered for Technical evaluation as detailed in Chapter 4.

Please refer the checklist for mandatory documents to be submitted with the bid.

In deciding upon the selection of service provider, emphasis will be paid on the ability and competency of the firm to provide high quality services according to the time schedule and in close co-ordination with IIM Nagpur.

#### **Technical Bid:**

The bidder agency will submit the following as a part of Technical bid:

- Proposed Operational plan with respect to IIM Nagpur.
- Profile of the agency
- Work orders / Experience certificates – to demonstrate the services provided to large corporations, Government organizations as per scope of work in this bid document.

In addition to the above, the **PQ-qualified** agencies will be invited to give a Presentation to the selection committee of IIM Nagpur to assess the capabilities of the agency and additional features proposed for the services.



## Chapter 3

### Scope of Work

IIM Nagpur requires services for booking of Air tickets, Visa, Accommodation etc. for official travel of its Faculty and Staff members. Group booking services are also required for students travelling for International Immersion Programme as well as Student exchange programmes. As the services are specialized and the requirements and quantum of bookings are increasing, the institute would like to empanel a professional Travel agency to provide travel and allied booking services.

The broad scope of services required is as below:

- 1. Air Tickets booking – Domestic & International**
- 2. Visa facilitation services**
- 3. Accommodation booking– In all major cities of India as well as facilitation for abroad**
- 4. Foreign Exchange services**

Additionally, the agency is also expected to provide services for booking Train tickets in India, facilitation for Train ticket booking in foreign countries during visits, and Local Transport – in major cities of India and abroad.

The ticket booking service includes assistance for allied services like travel insurance if opted for.

The potential Travel agency will be an experienced agency with a team of professionals to support IIM Nagpur's In-house travel desk and the staff members to avail travel-related services transparently and efficiently through **technology-enabled tools**.

**To provide the above-mentioned services, the agency must have:**

- a. Online web portal/Online Platform / App for ticket selection and booking including standard tools for flight selection, cancellation, rescheduling etc.
- b. Dashboard with comparative fare display for better selection of flights
- c. The portal to provide corporate booking, Flexi fares etc.
- d. Web check-in option post-booking
- e. A wide choice of Hotels across locations and tiers
- f. Offline booking and tour planning support for international and group tours including VISA, foreign currency, accommodation, and local transfers.
- g. Post Sales/Presales team support for booking and changes.
- h. Support for Corporate tieups of IIM Nagpur with airlines.
- i. Admin dashboard for booking and real-time control for defining of entitlements for employees
- j. Graphical representation of real-time data and reports.
- k. Integration with IIM Nagpur ERP in future
- l. 24X7 support team with a contact number
- m. **Offline Booking support at any instance.**
- n. Credit facility for bookings.
- o. MIS report generation as per requirement.

In addition to the above, the agency through its portal should be able to provide a self-booking tool for IIM Nagpur's employees with a process flow for Official and Personal travel options, wherein the official travel will

be approved by the institute travel desk authority and have the credit facility applicable to IIM Nagpur. Whereas, the personal travel will be paid for directly by the employee.

The booking portal will provide real-time options for the most economical selection with corporate benefits like refunds, meals etc. as applicable.

The Invoice for the bookings will be submitted at a mutually decided frequency not less than 15 days with a systematic break-up of costs for actual tickets with other charges levied by airlines/hotels and the service charges of the agency to be shown separately.

The agency through its portal will be required to provide detailed MIS reports downloadable at any instant with Bookings, Cancellations, Costs, actual and pending travels as well as losses due to booking delays.

**General conditions for the agency:**

- It shall be the sole responsibility of the travel agency to obtain all necessary clearances from concerned statutory authorities for the service provided by them, wherever required.
- The Travel Agency may employ such personnel as they may think fit, and the personnel so employed shall be the employees of the Travel Agency for all purposes whatsoever and shall **not** be deemed to be employed by IIMN for any purpose.
- The travel agency shall nominate an experienced staff/official for liaison with IIMN on a day-to-day basis. The names of the concerned persons and their contact numbers shall be provided to IIMN.
- The Travel Agency shall be responsible and will ensure compliance with all central and state laws as well as rules, regulations, by-laws and orders of the local authorities and statutory bodies as may be in force from time to time during the tenure of the contract.
- The Travel Agency shall intimate and transfer all additional discounts/benefits to IIMN, which are given by the Airline Authority from time to time.
- The term "TRAVEL AGENCY or Agency" shall mean and include the person, firm or a body corporate with whom the contract has been placed IIMN and include their heirs, executors, administrators, successors and their permitted assignee, as the case maybe.
- Validity of Tender: The tender and charges quoted shall remain valid for a period of 90 days from the last date of submission of the tender.
- Penalty: In case of failure on the part of Travel Agency to deliver ticket(s) within the required time, the Agency shall be liable to pay a penalty as decided by the Institute, which will be deducted from the bills due to the Agency. In case the agency fails to comply with any statutory provisions/taxation liability under appropriate law, and as a result thereof IIMN is put to any obligation, monetary or otherwise, IIMN will be entitled to get itself reimbursed such losses out of the outstanding bills/security deposit of the Agency.

## Chapter 4

### Bid Evaluation Scheme

1. Technical bid will have a weightage of **70** price bid for **30**.
2. The total marks
3. If the score of bidders in technical bid is below **50 % (35 Marks)** then the bidder will not be considered for further evaluation. Price bid of such bidders will not be opened.
4. Price Bids of only those bidders shall be considered for opening and evaluation, whose bid is determined to be technically acceptable to IIMN.

**Technical bid score, out of 70, will be arrived based on the following**

S. No.	Technical Evaluation(X)	Maximum Marks
1	No. of years of experience in the Travel booking sector 5 to 7 – 5 marks 7 to 10 – 7 marks More than 10 years – 10 marks	10
2	Average Annual turnover in last five years  2 Cr to 4 Cr – 5 marks 4 Cr to 7 Cr – 7 marks 7 Cr and above – 10 marks	10
3	Operational Plan for IIMN and features of the portal / app proposed by the agency and its benefit for IIM Nagpur based on the Technical Bid and Presentation to the committee	30
4	Work Orders and experience certificates of PSUs /Corporates / Government/ non-Government clients  3 to 5 work orders -10 marks 5 to 10 work orders - 15 Marks More than 10 work orders - 20 marks	20
	<b>Highest Technical Score of a bidder agency out of 70 (X)</b>	<b>70</b>
	<b>Price Bid evaluation (Y)</b>	
	<b>The bidder agency quoting the lowest total service charges as per the Price Bid format to be scored as 30 (Y)</b>	<b>30</b>
<b>TOTAL TECHNOCOMMERCIAL SCORE OF THE BIDDER AGENCY = (X+Y)</b>		

1. Bidders getting less than 50% in the technical score i.e. less than 35 marks will not be considered for opening of the price bid.
2. Bidders getting highest technical score will be considered as 70 (H1) and the scores of other agencies will be weighted on pro rata basis as per below formula.

**Formula for Technical score X:**

$$X = \frac{\text{(Marks obtained by the bidder x 70)}}{\text{Marks obtained by highest scorer (H1)}}$$

**Price Bid Score**

The Lowest rates quoted by a bidder will be given a score of 30 (L1)  
For calculating, the score of other bidders following formula will be used

$$Y = \text{Price bid Score of the bidder} = \frac{30 \times (\text{Lowest Rates quoted L1})}{\text{Price quoted by the bidder}}$$

**Total Composite Score of the bidder out of 100 = X + Y**

The bidder getting the highest composite techno-commercial score (X+Y) will be considered for award of contract.

Notes:

1. IIM N reserves the right NOT to award the work to the highest scorer.
2. IIMN reserves the right to reject any or all bids without assigning any reason.
3. IIMN reserves the right to increase or decrease the scope of work.
4. IIMN may ask the selected vendor to submit the Pricing plan of the rates quoted and take a decision on the feasibility of the price quoted.

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<b>Sr. No.</b>	<b>Documents Checklist</b>	<b>Details Y/N</b>
1	Registration certificate of the Bidder as Govt. approved/ authorized/ registered travel agency. Proof of operations for 5 years.	
2	International Air Transport Association IATA approved/accreditedd	
3	Annual Turnover certificates by CA	
4	Proof of at least three similar contracts of providing Air Ticket Booking during the last Five years as per PQ	proof to be enclosed
5	GST Registration copy, PAN copy	
6	Declaration on letterhead of the agency that the bidder has not been blacklisted by any organization at any point of time.	
7	Profile of the agency	
8	Proposed operational plan for Technical Bid	
9	Experience certificates for Technical Bid	
10	Annexure A, B	
11	<b>Price Bid in separate sealed envelope – Prices not to be mentioned anywhere in PQ or technical Bid which may lead to disqualification.</b>	

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**ANNEXURE – A**

**PARTICULARS OF BIDDER & UNDERTAKING**

<b>SR.NO</b>	<b>DEACRIPTION</b>	
<b>1</b>	Name of the bidder	
<b>A</b>	Trade Name (in Block letters)	
<b>B</b>	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters	
<b>C</b>	Name of Proprietor/Partners/CEO/Directors (In Block letters)	
<b>2</b>	Postal Address	
<b>3</b>	Telephone No.s	
<b>4</b>	E-mail and Website address	
<b>5</b>	Name of the Banker, Branch Name & address (In Block letters) (For e-payment purpose)	
<b>A</b>	Account no	
<b>B</b>	IFSC code	
<b>6</b>	PAN (attach self-attested photocopy)	
<b>7</b>	GSTIN (GST Registration No.) (attach self-attested photocopy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/ as stipulated in the tender notice No IIMN/142/2023-24/12 dated 29/12/2023. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for providing Travel booking related services at IIM Nagpur as per the Price Bid.

Name of the BIDDER

Signature of authorized person  
with date Official seal of BIDDER

**Annexure B**

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD  
(On Bidder's Letter head)

- (i) I / We, the authorized signatory of M/s ..... , participating in the tender No . IIMN/142/2023-24/12 dated 29/12/2023 for “Empanelment of travel agency for providing airline/train tickets, travel arrangements, local transport arrangements, accommodation arrangements, visa and foreign exchanges for IIM Nagpur.” , do hereby declare :
- (ii) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD is being deposited for the said tender.
- (iii) That in the event we withdraw / modify our bid during the period of bid validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD
- Then I/we will be suspended from being eligible for bidding / award of all future contract(s) of Indian Institute of Management Nagpur for a period of one year from the date of committing such breach.

Signature of Authorised Signatory of bidder .....

Name of Authorized Signatory .....

Company Name .....

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### TENDER DOCUMENT

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*“Empanelment of travel agency for providing airline/train tickets, travel arrangements, local transport arrangements, accommodation arrangements, visa and foreign exchanges for IIM Nagpur.”*

**Part-2**

**Price bid**

**Client**

CAO

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### Price Bid

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Name of the Bidder:- \_\_\_\_\_

**Note: Please quote rates without GST.** GST as applicable will be paid extra as applicable.

Please quote the **Service charges of the agency only** without including airline charges.

Sr. No.	Services		Service charges per ticket / service
1	<b>AIR TRAVEL BOOKING (through Online self-booking portal/App)</b>	Domestic Economy Class – One way	
		Domestic Business Class – One way	
		International Economy Class – One way	
		International Business Class – One way	
		Cancellation Domestic Economy Class	
		Cancellation Domestic Business Class	
		Cancellation International (Economy/Business Class)	
		Ticket Re-issuances / Rescheduling (Domestic Economy Class)	
		Ticket Re-issuances / Rescheduling (Domestic Business Class)	
		Ticket Re-issuances / Rescheduling (International Economy/Business Class)	
2	<b>VISA services</b>	Visa - considering ticket booking through agency	
		Visa - considering the ticket not booked through agency	
3	<b>Hotel Accommodation booking</b>	Domestic	
		International	
		Cancellation	
4	<b>Local transport booking</b>	Domestic	
		International	
		Cancellation	

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<b>5</b>	<b>Train ticket booking Domestic</b>	Regular	
		Tatkal	
<b>6</b>	<b>OTHER</b>	Travel Insurance	
<b>7</b>	<b>International Air Ticket (OFFLINE booking)</b>	Economy One Way	
		Economy Return	
		Economy Date Change	
		Business One Way	
		Business Return	
		Business Date Change	
	<b>Total (Sr.No. 1 to 7)</b>		

Signature of Bidder

Date

Official seal