



Kala Academy Goa

INSTRUCTION

Duly filled in Application forms in all respects from Agencies/Companies shall be submitted in sealed envelopes duly superscribed as ‘Applications for Empanelment for Air Travel bookings for Kala Academy Goa’ and addressed to ‘The Member Secretary, Kala Academy Goa, Campal, Panaji – Goa 403001, so as to reach latest by 16th Dec., 2020 by 5.00 p.m. at Kala Academy office at Campal, Panaji – Goa

It may be noted that the proforma of application form displayed on the website of Kala Academy is only the specimen. However, interested parties will have to procure hard copy of the same bearing seal of Kala Academy and duly signed by Member Secretary, Kala Academy Goa, from Programme & Development Section of Kala Academy during Office hours i.e 9.30 a.m to 1.15 p.m and 2.00 p.m to 5.45 p.m (except Saturday, Sunday & Holidays).



NOTICE INVITING EMPANELMENT OF AIR TRAVEL TICKET BOOKING AGENCIES.

BACKGROUND

Kala Academy Goa intends to empanel reputed Air Travel Ticket Booking Agencies to book/reserve air travel tickets on the Domestic/National Circuit as well as International Circuit for purchasing air travel tickets of various Airline Companies plying their flights for passengers. Kala Academy Goa will select the air travel ticket booking agency to purchase and supply the air travel tickets depending on the requirements of Kala Academy for travel of Officials of Kala Academy, Council/Board Members including Chairman and Vice Chairman, Artists, Experts, Speakers, Critics engaged in connection with various Official meetings/Visits, tours, events, festivals, concerts, recruitments, workshops, seminars etc. The Kala Academy Goa will be at liberty of empanelment of more than one air travel ticket booking agency. The concerned agency/agencies shall be empanelled by Kala Academy Goa for a period of 3 years and they will have to book the air travel tickets for Kala Academy from time to time in accordance with the terms and conditions of the empanelment and the bookings shall be made on credit basis and the bills of the purchase of the air travel tickets along with amount of service charges and commission as agreed by Kala Academy Goa, shall be settled within 3 months from the date of receipt of the credit memo/ bill along with copies of air tickets. The empanelled air travel ticket booking agency/agencies will have to render their services strictly as per the terms and conditions as drafted by Kala Academy Goa and agreed by the concerned agency, failing which the empanelment will be terminated.

ELIGIBILITY CRITERIA

The Air Travel Ticket Booking Agency must provide following information and provide documents enlisted below as evidence:-

1. Necessary Registration License as Company or Establishment to run the business of air travel ticket booking.
2. The Air Travel Ticket Booking Agency/Agencies must be able to purchase and supply air travel tickets of all the airlines plying on Domestic as well as International Circuit and must be in a position to reserve tickets in emergency situation of alternative airlines incase of cancellation of the original booked flights.
3. The Agency must have valid GSTN Registration Number.
4. The concerned agency must have Permanent Account Number of Income Tax and Aadhar Card.
5. The concerned agency must provide details of Registration Office (Address) with Telephone/Mobile No and Email Address.

6. The concerned travel agency should not have been blacklisted or debarred in the past by any other Govt Organisation or Public Sector Undertakings or any State or Autonomous Body, Semi Govt Organisation, Corporations etc.
7. The concerned travel agency must have a Bank Account in a Nationalised Bank or Co-operative Bank to enable to receive payment by NEFT or RTGS transaction and such bank details will have to be furnished to Kala Academy Goa in case of empanelment.

DETAILS

1. Clientele details like details of Departments, Autonomous Body, Semi Govt Dept., Pvt Company's etc for whom the concerned travel agency are doing booking of air travel tickets.
2. The experience or establishment of Air Travel Company for doing the business i.e Year of commencing the air travel ticket business.
3. List of Airline companies for which air travel booking is done.
4. Annual Turn Over of the Air Travel Company.

TERMS AND CONDITIONS

1. The empanelment validity period will be for a period of 3 years from the date of allotment letter of empanelment.
2. Renewal if any, shall be at the discretion of Kala Academy Goa and shall be extendable for a period of 1 year only. Renewal shall be subject to satisfactory performance/service provided by the empanelled agency.
3. The tickets shall be purchased by the empanelled agency upon requisition letter from Kala Academy and shall be complied by prompt service by the Agency.
4. The tickets will be booked by Air Travel ticket booking Agency for Kala Academy Goa by extending credit purchase facility and the bills shall be settled by Kala Academy within 90 days from the date of receipt of the credit bill from the concerned agency supported with relevant enclosures like copies of air tickets, copy of PAN Card etc. The bill should clearly indicate airline ticket actual fare amount and GST and also amount of service charges/commission per person per ticket separately. The bills presented should be supported by the air travel ticket of the airline company indicating the actual fare.
5. In case of cancellation, if any of the air tickets, the empanelled agency upon intimation from Kala Academy shall cancel the tickets forthwith.
6. In case any particular booked flight is cancelled, the empanelled air travel agency shall make alternate arrangements in consultation with Kala Academy Goa.
7. Kala Academy Goa reserves the right to cancel, terminate the assignment/work at any time without assigning any reason thereof.

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Kala Academy Goa

Proforma Application Form for Empanelment of Air Travel Agency.

1. Name of the Agency :

2. Postal Address of the Office along with Contact No & Email Id :

3. Registration No * :

4. Year of Inception :

5. GSTN No * :

6. PAN Card No * :

7. Aadhar Card No * :

8. Amount of Service charges and/or : Service Charges – Rs
Commission per person per ticket : Commission – Rs.

9. Clientele for whom tickets are booked :
(Separate sheet to be attached, if necessary, duly signed by Authorised Signatory along with seal of the Agency)

10. Experience in this Field :
(Separate sheet to be attached, if necessary, duly signed by Authorised Signatory along with seal of the Agency)

11. Annual Turnover of the Company for last 3 Financial Years :

12. Bank Details of the Agency

- a. **Name of the Beneficiary Agency
(As appearing in Bank Pass Book) :**

- b. **Beneficiary Account Number &
Type of Account :**
(Savings/Current/Partnership etc)

- c. **Name of the Bank :**

- d. **Branch :**

- e. **Branch Address :**

- f. **IFSC Code :**

- g. **Address of Beneficiary Agency :**

I/We have read all the terms and conditions of empanelment and undertake to abide by them.

Name of the Authorised Signatory & Designation

Name of the Travel Company/Agency

Agency/Company Seal

*** Self attested photocopies to be attached.**

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