

Tender Document
IGNITE/Air Travel/2025-26/0024/Proc.
Provision of Services of Air Travel Agency

Terms & Conditions:

1. The firm/service provider will have to provide air tickets to the office premises of Ignite National Technology Fund at its own cost.
2. Air tickets will be provided according to the client's specifications on a need basis.
3. Payment will be made on monthly basis upon submission of invoices.
4. National Tax Number/General Sales Tax registration number issued by the respective departments should be quoted/attached in the bid.
5. All Government applicable taxes will be deducted from the service provider's payment.
6. This office reserves the right to accept/reject any/all bids or a portion under PPRA rules.
7. The rates quoted by the agency will remain **valid till 30th June 2026**.
8. The said services are initially required for ONE year effective from July 01, 2025, and may be extended for the next year based on satisfactory performance of the service provider and mutual consent of both parties under PPRA rules.

SUBMISSION OF PROPOSALS: -

Responses to this Tender are due by **June 16, 2025**

Late submittals will be rejected. All proposals are to be sealed and addressed to the Manager
Procurement:

Date and Time of Submission of Tenders: June 16, 2025 @ 12:00 noon

Date and Time of Opening of Tenders: June 16, 2025 @ 12:30

(To be Filled-in by the Applicant)

1. Name of the Firm/Agency:

2. Proprietor/Partnership:

3. Address for Communication (postal, email, telephone number):

4. Permanent Address:

5. Address of Branch Offices:

6. Charges on the provision of air tickets:

- i. National: For all classes in available airlines

- ii. International journey: For all classes on available airlines

7. List of services provided to renowned national & international institutions during the last two calendar years

- 8. Attach a complete profile of the Agency in view of the tender evaluation form.**

[Signature and date with official Seal of bidder]

Fill in the below table:

Sr. #	Description	Fill in Blanks Against each Head
2	IATA/Non-IATA	
4	Commission/service charges on basic fare of domestic air ticket	%
5	Commission/service charges on basic fare international air ticket	%
6	Cancellation/Refund Charges	
7	No-show/Re-Issuance Charges	
10	Corporate Services (Hotels @ local & International level etc.) List of local hotels on panel	
11	Visa Facilitation (Yes/No)	
12	Credit Limit in PKR	
13	Credit Period in days	

Important Notes:

1. The bidder shall submit the bid with an earnest money/bid security of **Rs:25,000/-** via a bank draft/pay order with a validity of 90 days.
2. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
3. The bid security of the successful bidder shall be returned on the production of a performance bank guarantee.
4. Selection/Evaluation will be made at 30:70 against technical evaluation & financial evaluation, respectively.
5. Selected bidders shall have to enter into a contract agreement with the procuring agency and shall submit a performance bank guarantee of **Rs:200,000/-** valid till the period of this contract.

[Signature and date with official Seal]

Mandatory Requirements (Section – A)

Sr. #	Requirements	Yes	No
1	The firm must have a registered office in Karachi or Lahore or Islamabad (Attach relevant documents)		
2	The firm must not be blacklisted by a procuring agency as per PPRA Active Blacklisted firms on its website (Attached affidavit on legal paper as undertaking)		
3	The firm must be Active Taxpayer for Income Tax and Services Tax (Attach ATL check print of FBR website generated on date of preparation of bid)		
4	The firm must be a registered/ a member of IATA accredited agencies (Attach relevant documents)		
5	The firm must confirm the acceptance of all requirements of IGNITE (Attached signed and stamped copy of these bidding documents)		

Rating Summary (Section – B)

Sr. #	DESCRIPTION	%	MAX	OBTAINED
1.	Type of Firm <ul style="list-style-type: none"> ➤ Public / Private Limited ➤ Partnership ➤ Proprietorship ➤ None of the above <i>(Please provide certificate of incorporation)</i>	100 70 30 0	5	
2.	Established Offices Registered Offices in (Karachi, Lahore, Islamabad) ☐ Nil <i>(Please provide full details of all offices located across the country)</i>	100 0	5	
3.	Average Annual Turnover in the last 3 years <ul style="list-style-type: none"> ☐ More than 10 million ☐ Between 08 to 09 Million ☐ Between 06 to 07 Million ☐ Between 02 to 05 Million ☐ Less than 02 Million 	100 70 40 30 0	5	
4.	Total work Experience <ul style="list-style-type: none"> ☐ Above 10 years ☐ B/w 5-10 years ☐ B/w 1-4 years ☐ Less than 1 year <i>(Please provide copies of work orders and other related documents)</i>	100 70 30 0	5	
5.	Clientele (Submit list of projects particularly relevant jobs) <ul style="list-style-type: none"> ☐ Government Sector ☐ Private Sector ☐ Others 	100 90 50	5	
6.	Experience of relevant jobs <ul style="list-style-type: none"> ☐ More than 5 years ☐ B/w 2-5 years ☐ B/w 1-2 years ☐ Less than 1 year 	100 90 50 0	5	
	Technical	30		
	Financial	70		
	Grand Total	100		