



འབྲུག་རྒྱལ་ཁོག་གི་ལམ་འཛིན་ཚོང་ལས་ཁུངས་ལ.ལ.

ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

HEAD OFFICE: THIMPHU

GENERAL TERMS AND CONDITIONS FOR AIR TICKETING SERVICES

The following terms and conditions shall be applicable to all eligible travel agents to provide ticketing services to the Management of Royal Insurance Corporation of Bhutan Limited, Head Office, Thimphu.

1. The agents shall be required to provide economy class air-ticket or any other class by the most direct and economic route.
2. Bidders must mention the name of the air line, flight number and submit the confirmed itineraries.
3. The availability of seats at the time of travel should be confirmed before submitting the quotation.
4. The agents shall submit separate quotation for the Druk Air & Bhutan Airlines for the sector where applicable.
5. Tickets must be endorsable and transferable.
6. Quoted rates shall be unconditional and valid for a period of 45 days from the date of opening the quotation.
7. Credit facilities shall be provided for a minimum period of 30 days from the date of issuance of tickets/receipts of invoices whichever is later.
8. No cancellation, rebooking & rerouting etc. charges shall be applicable unless the ticket has been purchased by RICB.
9. Any other conditions such as non refundable, non transferable and charges for the date change etc., with specific timeline should be clearly mentioned.
10. The agents shall be required to offer Prepaid Ticket Advice (PTA) facilities at no extra cost.
11. No tickets delivery charges shall be applicable to the RICB.
12. The agents shall be required to refund the difference of cost should an agent charge the full fare and issue the excursion tickets
13. The agents shall be required to provide free booking for all sectors and hotel reservation as required by the Management from time to time.
14. If in case an official/s is unable to travel due to unavoidable circumstances, the cost of ticket after deduction of charges whichever applicable shall be reimbursed to the RICB.
15. Lowest evaluated bidders shall be awarded the order to issue the tickets and in case of withdrawal, the second lowest bidders shall be awarded the ticketing order. However, the bidder shall not be allowed to participate any more for the financial year 2015 in case of withdrawal.

INSURE WITH RICB TO BE SURE

Thimphu : Post Box: 31 ☎ : + 975-2-321037,322426,321161,323487,324282,325858,328307,323993,336267,336758

Fax: 02-323677, 336086,336085,325725

Email: ricbho@druknet.bt, Website: www.ricb.com.bt Toll Free Nos: THIMPHU-181, PHUENTSHOLING-151

TEL : P/LING Post # 77	KHURUTHANG	GELEPHU	T/GANG	MONGAR	BUMTHANG	SAMTSE	S/JONGKHAR	PARO	GEDU	TSIRANG	NGANGLAM
: 05-252482/252509	02-584310	06-251070	04-521156	04-641116	03-631101	05-365235	07-251095	08-271281	05-282330	06-471420	07-481221
: 05-252453/252869	02-548346							08-272853			
FAX: 05-252441	02-584309	06-251782	04-521298	04-641446	03-631333	05-365591	07-251492	08-272019	05-282564	06-471421	07-481222
MICRO OFFICE:	HAA	TRONGSA	P/ GATSHEL	ZHEMGANG	BAJO	DAGANA	GOMTU	T/YANGTSE	LHUNTSE	WAMRONG	J/TSHANGKHA
TELEPHONE:	08-375351	03-521444	07-471290	03-741291	02-481927	06-481289	05-371255	04-781270	04-545176	04-571155	07-264032
FAX::	08-375301	03-521403	07-471291	03-741292	02-481928	06-481290	05-371256	04-781270	04-545176	04-571155	07-264033



འཕུལ་བྱུང་གི་ལམ་འཛིན་ཚོང་

ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

HEAD OFFICE: THIMPHU

- 16. The RICB reserves the right to disqualify any agents from the particular bidding if any one of the terms and conditions cited under serial no. 1 to 4 is dishonored.
- 17. The agents must have online booking facilities.
- 18. In order to expedite process of quotations and award of work, the invitation of sealed quotation for the purchase and issue of air tickets shall be up-loaded in the RICB web www.ricb.com.bt as and when required.
- 19. The agents must enclose the copy of the following documents:
 - i. Valid business license for Air –Ticketing
 - ii. Copy of Citizenship Identity Card of the business owner
 - iii. Tax clearance certificates.
 - iv. Email address and any other information as deemed necessary.

Declaration:

I hereby certify that I have read and understood all above terms and conditions and agree to abide with it. Should I fail to abide any of the above terms and conditions, I agree that the (travel agents name) should not be allowed to participate in bidding for purchase and issue of air tickets to the Management of RICB for the financial year 2015.

Date:
Place:

Authorized Signature of the Agents
(Affix a Legal Stamp)

Seal of the Agent

Witnessed by:

Signature
Name.....
Mailing Address.....
CID No.
Mobile No.

Detailed Mailing Address

The HRO
GAD/HRD
RICB
Thimphu.
Email I.D. tshering_dema1@ricb.com.bt

The Head
GAD/HRD
RICB
Thimphu
Email I.D. tshewang_jigme@ricb.com.bt

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