

## Section 5a: Schedule of Requirements

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### Terms of Reference

#### Addendum - 1

#### GST

UN agencies are entitled to reimbursement of GST amount; therefore, it is the responsibility of the Travel Agency to:

- Liaise with the airlines to register with GST and share the original airline GST invoices with UN.
- Compile and share the GST data as per GSTR 11 format shared in the Tender GST Data should be reconciled for all the tickets issued in the month
- All the coordination and follow up to be undertaken by TMA for the assigned task

The scope of work would include:

- Extent of automation of data by Travel agency
- Controls in the process to ensure accuracy
- Time frame for submission for monthly data

(TMA is expected to provide a solution and submit details based on above requirements – it should include the proposed methodology and a SOP for GST reimbursement)

#### Optional Services

##### Forex services

To issue 'foreign exchange' related services to UN Agencies listed above in New Delhi and other locations in India, for the UN officials and their dependents, UN sponsored consultants and officials, UN sponsored study tours/fellowship travelers, wherever required

- Arranging issuance of foreign exchange in travelers cheque, currency, Debit cards etc, wherever required, against official authorization up to a maximum permissible amount according to the Reserve Bank of India guidelines.
- Providing foreign exchange (currency and Travelers Cheques) on a US Dollar to US Dollar basis.
- Arranging for encashment/sale of travelers cheque, cards and personnel cheques at the best rates, according to the Reserve Bank Of India guidelines and regulations.