

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-099-IND-2018		

The Bidder is required to prepare the Financial Bid in the same envelope with the Technical bid as indicated in the Instruction to Bidders.

For the services listed under Section 5a: Schedule of Requirements - Terms of Reference, the selected Travel Agency will charge the UN Agencies in India, a fixed service fee per each issued ticket regardless of booking class, as detailed in below table. The service fees shall remain fixed for the whole duration of the contract and shall apply for a whole itinerary per passenger and each independent air ticket issued unless there are changes in pricing introduced by air carrier which should be officially communicated.

Financial evaluation of the technically qualified proposals will be performed in the following way: the proposed transaction fee (B) would be multiplied by the weight of each service (A) to obtain (C). (C) would be added to get the total score obtained by each bidder.

Price Schedule

Ticketing Based Charges and Other Service and Transaction Fees	Weightage for each service (A)	Fixed Fee per transaction (INR) (B)	Total (A)x(B) (INR) (C)
a) TICKET ISSUANCE FEES (Including Cancellation and/or Re-issuance in the same Airline)			
• International Air Ticket	15		
• Domestic Air Ticket	65		
• Rail Ticket (domestic)	3		
b) NON-TICKET BASED FEES AND OTHER SERVICE CHARGES:			
• Visa processing/assistance fee - per visa	2		
• Lost ticket and travel documents assistance – per ticket / document	Complementary		
• Proposed GST Solution	10		
• Airport assistance (meet and greet at airport) – per instance	2		
• Assistance in Hotel Reservation – per individual (not for workshops or bulk bookings)	3		
Total (INR)			

Optional Services

The prices quoted under optional services will not be considered for financial evaluation.

Services Required	Mode of proposal	Value (INR) or Percentage
1. Forex	Percentage per transaction	
2. Ground Transportation	Rental per month – <ul style="list-style-type: none">• High end car/taxi• Medium end car/taxi• Low end car/taxi	
3. Ground Transportation	Per Kilometer charges (as and when required) <ul style="list-style-type: none">• High end car/taxi• Medium end car/taxi• Low end car/taxi	