

**Consulate General of India
Seattle**

**Notice for Empanelment of Ticket-booking / Travel-agent for CGI
Seattle**

The Consulate General of India, Seattle, invites qualified and experienced Travel Booking Agents to express their interest in providing travel services for various official purposes. The Consulate is seeking reputable companies to be empaneled for booking travel tickets for officers/officials stationed or visiting the Post. Interested Travel Booking Agents are invited to submit their Expression of Interest as per the following terms:

1. Scope of Services:

Booking of travel tickets for officers/officials stationed or visiting the Consulate General of India, Seattle.

2. Requirements:

- **Experience** in handling official travel arrangements is preferred.
- **Service Charges** across different categories of travel which includes, inter alia, Economy, Premium, Business or First Class.
- **Customer Support:** Offering reliable customer support before, during, and after the trip to address any concerns or issues that may arise.
- **Flexible booking availability** to accommodate last minute changes.
- **Cancellation Charges** should be least or nil.
- **Flight Reservations:** Booking flights based on Consulate's preferences, including seat selection, and providing information on flight options, schedules, and prices.
- **Travel Insurance:** Recommending and facilitating the purchase of travel insurance to cover unforeseen events such as trip cancellations, medical emergencies, or lost luggage.
- **Special Requests:** Accommodating any special requests or preferences, such as dietary restrictions, room preferences, or special occasions.
- **Budget Management:** Assisting Consulate in optimizing their travel budget by finding cost-effective options without compromising on quality.
- **Promotions and Discounts:** Keeping Consulate informed about promotions, discounts, and special offers that may be available for their travel dates or destinations.

3. "Expression of Interest" Requirements:

- Include company's detailed profile, preferably two-to-three pager, along with the Expression of Interest.
- Specify the services offered and the capacity to meet the travel needs of the Consulate, on the lines above-mentioned requirements.
- Provide details of previous experience in handling similar travel arrangements.

- Furnish the following details as per the table below:

Particulars		
	Name of Travel Agency	
	Point of Contact with Name	
		Service Charges (in US \$)
1	Economy Class	
2	Premium Economy Class	
3	Business Class	
4	First Class	
5	Domestic (within USA)	
6	International	
7	Refund / Cancellation Charge	
8	Exchange / Date Change Option	
9	Void Charges	

4. Evaluation Criteria:

The Consulate will evaluate Expressions of Interest based on the company's experience, reliability, and ability to meet the specified requirements.

Note: This invitation does not constitute a commitment, contractual or otherwise, on the part of the Consulate General of India, Seattle. The Consulate reserves the right to amend or withdraw this invitation at any time.

Interested parties may send their Expression of Interests through E-mail at the following address latest by **Friday, 26th January 2024**:-

**Head of Chancery
Consulate General of India**

**Fairmont Olympic Hotel
411, University Street,
Seattle, WA 98101,
Tel: +1 (206) 939-9975
Email: hoc.seattle@mea.gov.in**

Expression of Interests received after 1700 hrs on 26th January 2024 will not be accepted.
