

## Invitation of Bid from Travel Agents for ICAI Study Tour to Singapore, Malaysia and Hong Kong 2008 (6 nights and 7 days)

This is to inform that the Institute of Chartered Accountants of India (ICAI) is organising a study tour for the Members of the ICAI from **10<sup>th</sup> to 16<sup>th</sup> of August 2008 to Singapore, Malaysia and Hong Kong.**

Accordingly, bids are invited for making travel arrangements for a Delegation of Chartered Accountants traveling from New Delhi/Mumbai to Singapore, Malaysia and Hong Kong for a period of 6 nights and 7 days.

We request to give **SEALED BIDS ONLY** in the enclosed format on letterhead **(signed and dated) latest by Wednesday, April 30, 2008** after incorporating the following parameters-

1. The delegation would be leaving Ex-New Delhi/Mumbai & Back (Economy Class) for Singapore 9<sup>th</sup> August night and would check out on 16<sup>th</sup> August, 2008 (6 nights and 7 days). As it would be a business tour and meetings are being fixed with the various counterpart bodies, the following tentative travel itinerary is suggested:-

Dates	Places
10 – 12 August, 2008	Singapore (full day site seeing on 10 <sup>th</sup> )
13 – 14 August, 2008	Malaysia (one full day site seeing)
15 – 16 August, 2008	Hong Kong (site seeing on 16 <sup>th</sup> )

The detailed itinerary may be suggested based on the aforesaid parameters. Travel agents are welcome to supplement bid for comparable reputed airline/s separately.

2. The minimum number of persons that would be traveling are 10, therefore we request to send the rate quotation for 10 members and for 10-50 members separately in batch size increasing by 10 i.e., separate costing for 10, 20, 30, 40 and 50 persons.
3. The Hotel that we require is only 3\*/4\* on Twin sharing basis. Please mention the name and rate of the hotel separately, and its exact location. The hotel should preferably be part of an international chain. Kindly also mention single room supplements separately.
4. Please mention the sight seeing options in and/or around Singapore, Malaysia and Hong Kong. All site seeing should have a local tourist guide well versed in English.

5. The stay cost inclusive of Indian meals i.e. Breakfast, Lunch & Dinner for the entire delegation for all days. A bottle of complimentary mineral water to be provided to each one of the delegates on each day of the tour.
6. The tour manager should act as interpreter and should be well versed in English or other local languages.
7. As per our information, mandatory tips are also to be paid for above, therefore we request to mention the same and include it as part of overall bid.
8. The rate should be quoted inclusive of all taxes, airfare taxes, visa cost, overseas insurance etc. The service provider shall provide all-inclusive services i.e. right from booking of tickets, hotel, local travel etc. visa, airport transfers both ways, so that delegates are not required to incur any other cost for the trip. The local transfer shall be by Air-conditioned buses/coaches.
9. Require full day coach for all the days.
10. Payment terms may also be stated.
11. The Institute reserves the right to accept or reject any proposal including that of lowest bidder.
12. Quality of service shall be the essence of the proposal.

Yours sealed bids should be addressed to: -

Secretary, Committee on Trade Laws and WTO  
The Institute of Chartered Accountants of India  
ICAI Bhawan,  
Post Box 7100  
Indraprastha Marg  
**New Delhi 110 002.**

Quotations received by any means other than as specified above (i.e. sealed bids on a letter head signed and dated) and after cut off date and time (**30th April, 2008 5 PM**) will not be entertained. Please send an email confirmation to [ctlwto@icai.org](mailto:ctlwto@icai.org)

**Sd/-**  
**Secretary, Committee on Trade Laws and WTO**

## Visit of ICAI delegation to Singapore, Malaysia and Hong Kong

1. Date of the tour is from 10<sup>th</sup> August 2008 (night) to 16<sup>th</sup> August, 2008 (back)
2. The cost should be provided inclusive of all the taxes
3. Please tell the minimum number of delegates with cost and slabs of adding ten each reaching to 50 (eg 10, 20, 30, 40, 50)

### Cost per person

Serial No.	Particulars	Cost in INR
1	Return economy class air fare of Airways	
2.	3*/4* Hotel, for 6 nights and 7 days on Twin sharing basis. Also mention single room supplementary. Please provide the name of the hotel also	
3.	Breakfast, Lunch and dinner for all the relevant days in Indian Restaurants	
4.	Mention the sight seeing options in and/or around Singapore, Malaysia and Hong Kong	
5.	Local transfers within city limits	
6.	Mandatory tips (if any)	
7.	Any other cost (please specify)	
	<b>Total Cost</b>	

- Please provide rate for single room supplement Rs. \_\_\_\_\_
- Upgrade from economy class to business class Rs. \_\_\_\_\_
- Cost if ICAI does not opt to take Tour Manager from India Rs. \_\_\_\_\_