



PUNE BRANCH OF WIRC OF ICAI

RFP Terms & Conditions

Tour Operator for International Study Tour 2023 to Vietnam & Cambodia

Destination: Ho Chi Minh- (CUCHI TUNNELS & MEKONG DELTA); Siem Reap -(ANGKOR THOM, ANGKOR WAT, GROUP ROLOUS – GRAND CIRCUIT & BANTEAY SREY)

Stay: 6 Hotel Nights

Period: Tentatively from 6th to 13th October, 2023

Inclusions in Tour Cost:

1. Visa Charges
2. Tour Pune to Pune [Pune-Mumbai-Pune AC Bus-Lunch dinner included]
3. Return air fare for economy class
4. Travel Insurance with age upto
5. Government Taxes
6. Rooms on Twin Sharing basis
7. Meals: Breakfast, Lunch and Dinner
8. Sight-seeing exclusively for the group
9. Banquet hall on two days [Total 6 hours] with arrangements like Projector, sound system, podium etc.
10. Tour operator to accompany the group
11. Entrance fee/ Show tickets
12. Driver and Hotel tips
13. Local conveyance in AC Bus
14. Stay in 4 star and above category Hotel

Criteria for shortlisting of Tour Operators:-

1. Tour Operator should have facilitated at least 300 tourists to Europe and other countries through Group Tours* in last 10 years. The number of tours conducted shall also be mentioned.
2. Tour Operator Registered with Tourism Board shall be preferred.
3. Tour Operator should have an office either in Mumbai or Pune.
4. Visa to be facilitated in Pune
5. Tour Operator shall make a presentation before the ICAI Pune Branch Committee/sub-Group overseeing the Tour and then for participants on selection.

6. At least one experienced representative of the Tour Operator shall accompany the group throughout the tour (Pune-Asia-Pune).
7. Tour Operator shall submit relevant documents like PAN, GST No. etc along with the proposal.
8. If required, the shortlisted Tour Operator shall submit financial statements of the entity.
*Tours with 20 or more tourists to be considered as Group Tour

Note: The Tour Cost shall be quoted per individual assuming 40-45 members in the group.

Timelines & modalities for submission of Proposal:

Tour Operators satisfying the conditions enumerated above, shall submit their detailed proposal along with detailed Itinerary **latest by, Saturday, 26th August, 2023, 5 pm on admin@puneicai.org ; (M: 8237166008)**

or

**Physically at Pune Branch of WIRC of ICAI
'ICAI Bhawan', Plot No. 8, Parshwanath Nagar,
Near Mahavir Electronics, Opp. Kale Hospital,
Bibwewadi, PUNE - 411 037.**

The proposal shall be in the sealed envelope, and with the following words appearing on the face of the envelope – “Proposal for International Study Tour 2023”

The selection of the Tour Operator shall be made on the basis of technical evaluation of the proposals and also the financial quotes submitted.

The Pune Branch of ICAI reserves the right to alter the terms and conditions/ relax any of the conditions mentioned herein.



**8th International Study Tour Organised by
Pune Branch of WIRC of ICAI
Proposal for 6 Hotel Nights for Vietnam & Cambodia**

**Destination: Ho Chi Minh- (CUCHI TUNNELS & MEKONG DELTA); Siem Reap-
(ANGKOR THOM, ANGKOR WAT, GROUP ROLOUS – GRAND CIRCUIT & BANTEAY
SREY)**

Period: Tentatively from 6th to 13th October, 2023

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Submitted by:

Name of the Concerned Person	
Tour Operator Company	
Address	
Phone Number	
Mobile Number	
Email ID	

1. Tour Criteria and Inclusions:

Tour to **Vietnam & Cambodia** includes **Ho Chi Minh-** (CUCHI TUNNELS & MEKONG DELTA); **Siem Reap** (ANGKOR THOM, ANGKOR WAT, GROUP ROLOUS – GRAND CIRCUIT & BANTEAY SREY) shall be conducted tentatively from 6th October, 2023 to 13th October, 2023. Tour shall consist of **6** Hotel Nights.

Tour Cost shall include:

- Visa Charges
- Tour costing Shall be Pune to Pune [Pune-Mumbai-Pune AC Bus-Lunch dinner included]
- Return air fare for economy class
- Travel Insurance along with age upto
- Government Taxes
- Arrival/departure transfer /sightseeing exclusively for the group using Air-conditioned Coach on private basis;
- Accommodation on twin sharing basis with breakfast in Standard category rooms for 6 Nights in 4* and Above Hotels
- Breakfast + Lunch + Dinner for all the days; with One Local Dish on any three dinner during Stay **(Please note Breakfast must include Indian & Continental foods)**
- Snack Packet & Tea Packets from India itself
- Accompanying professional English-speaking Guide for the group
- One bottle of mineral water per person per day;
- All Entrance Fee mentioned in itinerary, first gate entrance;
- Co-branded stroller Bag and Caps; Passport Pouch per Guest
- Single Entry Visa.
- Well conversant Tour escort Pune to Pune.
- Tip for Hotel, driver and guide;
- Local conveyance in AC Bus
- Banquet hall on two days [Total 6 hours] with arrangements like 2 Mikes and Sound System, One Projector and Screen, Podium and One Round of Tea/Coffee with cookies.
- No Hidden Cost except Personal Expenses like Shopping; Laundry Etc.
- Dry Snacks during the Tour
- Local Information Souvenirs for every Guest
- Universal Adapter per Guest

2. Flight Details: **Preferably direct flight if any from Pune to Pune**

Flight No	Date	From	To	Departure	Arrival	Flt time	Layover

3. Detailed Itinerary:

DAY 1: HO CHI MINH ARRIVAL

DAY 2: HO CHI MINH – CUCHI TUNNELS – HO CHI MINH HALF DAY CITY TOUR

DAY 3: HO CHI MINH – MEKONG DELTA – HO CHI MINH

DAY 4: HO CHI MINHFLY TO SIEM REAP (Transfer by Flight)

DAY 5: SIEM REAP – ANGKOR THOM & ANGKOR WAT

DAY 6: SIEM REAP – GROUP ROLOUS – GRAND CIRCUIT & BANTEAY SREY

DAY 7: SIEM REAP DEPARTURE

Inclusions

Sightseeing Places

4. Costing on (Twin sharing basis following shall be the Cost per person)

Please also give the rate for child with bed & without bed

Nos. of Person	Air Fare; Visa; Insurance (INR)	Accommodation, Food, Conveyance			Total	Taxes @ (if any)	Total (INR) <u>INCLUSIVE OF TAX</u>
		(in Dollar)	Conversion Rate at @ Rs.	(INR)			
40-45							

5. Photo Gallery of the Sight Seeing

6. Photo Gallery of Hotels along with Respective Hotel's website link

City	Name of the Hotel	Website Address	Photos

7. Terms of Payment

Following shall be the Terms of Payment

Installments	%	Remarks
On Booking		
Installment I		
Installment II (Retention)		
Installment III		

8. Cancellation and Refund Policy

Installments	Amount to be forgone	Amount to be refunded
Before 45 Days of the Tour		
Before 30 Days of the Tour		
Before 15 Days of the Tour		

9. Brief Bio-data of the Tour Leader from India

10. Brief Bio-data of the additional tour Leader at Destination Country

11. Support at Pune

If chosen for as a Tour Provider following person shall be dealing with interested members for the Purpose of Passport Guidance (if required), Visa Formalities, Booking details and Other Queries.

Name of the Person	
Address	
Office Hours	
Contact No. (Landline)	
Contact No. (Mobile)	
Email ID	

For Name of the Company

(Authorised Person)

(Designation)

Mobile Number

E-mail ID