



## **PUNE BRANCH OF WIRC OF ICAI**

### **RFP Terms & Conditions**

#### **Tour Operator for International Study Tour 2019 to Central Europe**

**Destination:** Prague (Czech Republic), Budapest (Hungary) and Vienna (Austria)

**Stay:** 6 Hotel Nights or 7 Hotel Nights

**Period:** August 15<sup>th</sup> 2019 to August 31<sup>st</sup> 2019

#### **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
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- (Prague/Budapest/Vienna) 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 through out the tour (Pune-Europe-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 by **5 P.M. on 18<sup>th</sup> May 2019** at

**ICAI Bhawan,**  
Plot No.8, Parshwanath Nagar,  
CTS No. 333, Sr. No. 573, Munjeri, Opp. Kale hospital,  
Near Mahavir Electronics, 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 2019”
- The proposals can be handed over to Mr. Deepak Korgaonkar at the address mentioned above.
- The selection of the Tour Operator shall be made on the basis of technical evaluation of the proposals as 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.