



# The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020

*A Century of Service to the Nation*

## NOTICE INVITING TENDER

SP/T-1856

Date: 22.01.2026

**Sub: Procurement of International Air Tickets and  
Indian Railways Train Tickets including other services**

The sealed tenders are to be submitted for "Procurement of International Air Tickets and Indian Railways Train Tickets including other services" in prescribed format along with details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

You are requested to submit your quotation in one set in a sealed cover envelope, superscribed with "Procurement of International Air Tickets and Indian Railways Train Tickets including other services" with Tender No. should be addressed to Deputy Director (IT & Administration) sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., upto 16.00 hrs of 02 Feb 2026.

All pages of the tender document including tender notice are to be signed by the bidders. IEI reserves the right to reject the tender in full or part without assigning any reason.

  
Deputy Director (IT & Admin)

Seal & Signature of the bidder



**The Institution of Engineers (India)**

**Part – A**

**T -1856**

**The Institution of Engineers (India)  
8, Gokhale Road, Kolkata 700020**

**Sub: Procurement of International Air Tickets and  
Indian Railways Train Tickets including other services**

<b>Name of work</b>	Procurement of International Air Tickets and Indian Railways Train Tickets including other services
<b>Service to be provided to</b>	The Institution of Engineers (India) 8, Gokhale Road, Kolkata 700020
<b>Period of Service</b>	Remain valid till the rates are revised
<b>Other document required</b>	<ol style="list-style-type: none"><li>1. Company Profile &amp; Clientele List</li><li>2. Copy of Trade Licence / Certificate of Incorporation</li><li>3. Approval of IATA</li><li>4. GST Registration Certificate</li><li>5. PAN Card</li><li>6. Audited Statement of Accounts of last two financial years</li></ol>

**Last date of Submission of the Tender : By 4:00 P.M. of 02 Feb 2026**



**The Institution of Engineers (India)**  
**T-1856**

**Procurement of International Air Tickets and  
Indian Railways Train Tickets including other services**

**QUALIFICATION REQUIREMENT**

1. The Agency must have executed one such similar order of the value not less than **Rs. 5,00,000/-** during the last three years.
2. The Annual Average Turnover must be **Rs.20.00** lakhs onwards.
3. Company profile and clientele list must be provided.

**OTHER TERMS & CONDITIONS**

1. The Vendor has to ensure procurement of international air tickets/train tickets and other services on all working days between 09:30 am – 06:00 pm or beyond the Office hours as per requirement or on the holidays etc. as well.
2. Payment will be made after submission of Invoice on every fortnight.
3. Service charges shall be exclusive of GST.
4. Following are compulsory requirement/assistance/information:
  - (a) Visa Policy
  - (b) Awareness about guidelines/Rules for International travel
  - (c) Applicable vaccination
  - (d) Awareness about latest travel advisories of MEA

**DOCUMENTS TO BE SUBMITTED**

- a) All documents in support of Qualification requirement as above
- b) Copy of Trade Licence / Certificate of Incorporation
- c) Approval of IATA
- d) Copy of the GST Registration Certificate
- e) Company profile
- f) Audited Statement of Accounts of last two financial years
- g) Tie-ups with airlines

**DATES TO BE NOTED**

Receipt of Tender Papers – **02 Feb 2026**

Signature of Bidder with seal



The Institution of Engineers (India)  
8, Gokhale Road, Kolkata 700020

ENVELOPE B

T -1856

**Procurement of International Air Tickets and  
Indian Railways Train Tickets including other services**

**PRICE PART**

Price should be quoted exclusive of GST.

Service	Rate	Tax
International air tickets issue / changes		
Visa Fees		
Visa Assistance		
Service Charges for International air ticket / Cancellations		
Overseas Medical Insurance cover		
Overseas Hotel Reservations		
Passport Assistance		
Attestation Charges		
Airport Assistance		
Indian Railways Train ticket Booking		
Indian Railways Train ticket Cancellation (if any)		

Signature of Authorised Signatory\_\_\_\_\_

Name of the Company\_\_\_\_\_

Address with Pincode\_\_\_\_\_

Telephone & Mobile No.\_\_\_\_\_

Email:\_\_\_\_\_

Seal & Signature of the Bidder

Date: \_\_\_\_\_

Place: \_\_\_\_\_