

EXPRESSION OF INTEREST (EOI)

FOR EMPANELMENT OF TRAVEL AGENCIES FOR BOOKING OF AIR, TRAIN TICKETS AND BUS TICKETS

TOTAL NUMBER OF PAGES: 5 (FIVE)

S.no	Particulars	Details
1	NAME OF THE FIRM	
2	COMPLETE ADDRESS	
3	EMAIL ID OF FIRM	
4	MOBILE NUMBER	
5	PERMANENT ACCOUNT NUMBER (PAN)	
6	GST NUMBER OF FIRM	
7	DATE OF SUBMISSION OF EOI	10.04.2026 at 02:00 PM
8	AUTHORIZED SIGNATORY	

National Law University, Jodhpur (NLUJ) invites **Expression of Interest (EOI)** from reputed, experienced, and financially sound travel agencies for **empanelment to provide ticket booking services** (Domestic & International Air Tickets, Railway Tickets and Bus Tickets) for official purposes of the University.

Scope of Work

The selected agency/agencies shall provide the following services:

- Booking of **Domestic Air Tickets**
 - Booking of **International Air Tickets**
 - Booking of **Railway Tickets**
 - Booking of **Bus Tickets**
 - Assistance in **cancellation / rescheduling / modifications**
 - Providing **fare options and economical routes**
 - 24×7 support for urgent bookings
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Eligibility Criteria

Interested agencies must fulfil the following conditions:

1. The agency should be a **registered firm/company** in India.
 2. Minimum **3 years of experience** in providing travel/ticketing services.
 3. Must have valid **GST Registration**.
 4. Should have experience of serving **Government Departments / PSUs / Educational Institutions** (preferable).
 5. Should not have been **blacklisted** by any Government organization.
 6. Must have necessary tie-ups with **airlines / IRCTC / authorized booking systems**.
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Terms & Conditions

- The agency shall quote **service charges per ticket** (Domestic, International, Railway).
- The service charges should be **inclusive/exclusive of GST clearly mentioned**.
- No hidden charges shall be applicable beyond the agreed service charges.
- The agency must ensure **transparent billing** with proper breakup.
- **Refunds and cancellations** shall be governed by airline/railway policies; however, the agency must provide full assistance and ensure timely processing.
- The agency should provide **24×7 service support**.
- Payment shall be made as per University norms after submission of proper bills.
- The University reserves the right to **accept or reject any or all EOIs** without assigning any reason.
- Empanelment does not guarantee any minimum business.
- The empanelment shall be valid for a period of **2 years (extendable for another 1 year based on performance)**.

Documents to be Submitted

- Company Profile on Letter Head
- Self-Attested Copy of Registration Certificate
- Self-Attested Copy of GST Registration Certificate
- Experience Certificates / Work Orders
- Self-Attested Copy of PAN Card
- Declaration of non-blacklisting (As mentioned on Page No. 4 of EOI)
- Details of service charges (Clearly mentioning all components)

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR
TAKING PART IN EXPRESSION OF INTEREST (EOI)**

(To be executed & attested by Public Notary/executive Magistrate on Rs 100/-non judicial stamp
paper by the Tendered]

1. I/We _____ of M/s _____ hereby
declare that our company _____ having registered address at
_____ has never
been 'Blacklisted/debarred by any State/Central Govt, Department/Organization till date nor we
are facing/filed any Litigation proceeding regarding debarring (blacklisting) with either of the
above said agencies.

OR

1. I/We _____ of M/s _____ hereby
declare that our company _____ having registered address at
_____ was
blacklisted or debarred by State/ Central Govt, Department /Organization from taking part in
tenders for a period of _____ years w. e. f _____ to
_____.the period is over on _____ and now the firm /company is
entitled to take part in tenders.

2. In case of above information found false, I/we are fully aware that the tender/contract
will be rejected/cancelled by National Law University, Jodhpur, and EMD/Security deposit shall
be forfeited.

3. In addition to the above National Law University, Jodhpur will not be responsible to pay
the bills for any completed /partially completed work/supply.

DEPONENT

ATTESTED:

(Public Notary/executive Magistrate)

NAME:- _____

ADDRESS: _____

Financial Bid Format – Ticket Booking Services

S.No.	Particulars	Service Charges (₹)	GST (Yes/No)	Total Charges (₹)
1	Domestic Air Ticket Booking (per ticket)			
2	International Air Ticket Booking (per ticket)			
3	Railway Ticket Booking (per ticket)			
4	Bus Ticket Booking (per ticket)			
5	Cancellation / Rescheduling Charges (if any)			

Date:

Seal and signature of bidder

Place: