



داریانا افغان هوایی شرکت

ARIANA AFGHAN AIRLINES

P.O. BOX 75 KABUL AFGHANISTAN

Islamic Republic of Afghanistan
Ariana Afghan Airlines
Administration and service Directorate
GM. Procurement Department
Non-Consultation Services and Goods Procurement

Passenger Sales Agent Standard Bedding Document (SBD)
For Haring OF GSA IN DELHI INDIA

DESCRIPTION OF SERVICES:

ASSIST ARIANA FOR TICKETS SALE IN DELHI

SBD Number: **(TBA)**

SBD Date: **(08-June-2019)**

Deadline of Tender's Submission: **14-June-2019**

Clarification is possible through introduced email IDs only.

Procurement Procedure is supported by electronic system (Ariana Net)



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ARIANA AFGHAN AIRLINES

P.O. BOX 75 KABUL AFGHANISTAN

Date: 26 May 2019

**To: Ariana Afghan Airline
Kabul- Afghanistan**

To whom it may concern,

Referring term and conditions mentioned in this tender document, we hereby request you to accept our offer regarding **Hiring of passenger Sales Agent in Delhi India**

It is respectively confirmed that this company has accepted and agreed upon terms and requirements reflected in standard Bidding documents (SBD). *And attached annex*

We acknowledge this is an official engagement into the process and we will not withdraw our offer up to end of the validity time.

Best regards,

Name of Tender's Representative: -----

Signature: -----

Stamp: -----



1- Instruction to Tenderers

1. Ariana Afghan Airlines interested to **hire passenger Sales Agent in Delhi India** which is described in technical specification part for reference of bidders/ tenderer.
2. Your offer, must be send to the following email address before closing date:
 bidding-box@flyariana.com
3. Tenderer must not disclose prices to other parties at all.
4. Any offer received later than the scheduled time will be rejected. The SBD must be sent with complete requested information and documents.
5. Tenderers must sign all pages of SBD and quoted prices.
6. All prices and offered conditions must be valid for a period of **thirty (30) working days** from the closing date of the SBD announcement.
7. The SBD must be completed and signed by an authorised representative of the tenderer.
8. Tenderers may request for clarification on SBD via email addresses delhi@flyariana.com and gm.procurement@flyariana.com
9. Tenderer may quote prices as per requested format in specified part of SBD and or in separate sheet.
10. Tenderers **are allowed** to submit alternative bids.
11. There **is no need** for bid security for this tender. Acceptance of this SBD shall act as Declaration Letter.
12. The winner firm **must not provide** performance guarantee as specified in SBD.
13. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate of this document shall prevail both for the evaluation of offers.
14. The currency of SBT is INR.
15. Depending on the final requirement, the required services may be increased or adjusted.
16. The evaluation of offers is conducted as per articles 12th- of Ariana procurement procedure.
17. The Offer is not bound to accept the lowest offer and reserves the right to accept or reject any or all the offers without assigning any reason whatsoever to tenderers
18. FYI, the Agreement form is attached with this SBD, please check and rewire



Deadline of Tender's Submission: **14-June-2019**

Submission Email ID: **quotation-box@flyariana.com**

Subject Line: **Hiring Passenger Sales Agent**

Validity of Offer: **at least 30 working days**

Submission Package includes: Accepted and Signed TOR, Financial Proposal, other supporting documents

a- Description of Services

AAA (Ariana Afghan Airlines) has planned to procure and **Hiring Passenger Sales Agent** in shortest possible time to run its normal business and operations inside and outside the country. As per directive of company's BOD, the fastest and safest possible way to expedite the Hiring process is through (authorized parties) on this purpose to Sale their Passenger Tickets in Delhi – Kabul Sector. The Ariana evaluation team must be evaluate the received Offers as per Acceptable Rules and Regulations.

The bidder shall provide below services to Ariana, the scope of services indicated in annex- one

Passenger Ticket Sales

Scope of Activities	Percentage of commission	EURU/USD/INR	other INFORMATION
Commission on Direct Passenger Ticket Sales			
Overriding Commission on Territory Sales			



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Criteria of Selection

AAA is looking to have a PSA that can meet below minimum requirements/ criteria:

- Having at least one office in target airport
- Having at least -3- branches as sales points in city commercial areas
- Having at least 3 years of relevant experience
- Hold valid and reliable aviation and technical certificates/license
- Be able to provide some proof of satisfactory experiences in the past.