



KERALA FOREST DEVELOPMENT CORPORATION

(A Government of Kerala undertaking)

Regd. Office: "AARANYAKOM, KARAPPUZHA, KOTTAYAM-686003, KERALA, INDIA

Tel: 0481-2582640, E-mail: md.kfdc@kerala.gov.in Web: www.kfdc.kerala.gov.in

CIN No UO2001KL1975SGC002660TE

No. KFDC/129/2026-ET

TENDER DOCUMENT

Empanelment of IATA-Accredited Travel Agent(s) for the Scheme "Travel Today, Pay Tomorrow (T2PT)"

Tender Reference No.: KFDC/129/2026-ET	Date of Issue: 01.08.2026
Last Date & Time for Submission: 20.08.2026, 3:00 PM	Date & Time of Opening: 21.08.2026, 3:00 PM

1. Introduction

Kerala Forest Development Corporation Ltd. (KFDC), a Government of Kerala Undertaking, is soliciting sealed financial bids from accredited IATA travel agents for empanelment under its scheme "Travel Today, Pay Tomorrow (T2PT) for experience of Biodiversity.". it would enable people, particularly the low and middle level income group, to experience biodiversity rich areas. Pursuant to the Expression of Interest issued vide letter No. KFDC/129/2026-ET dated 01.08.2026 (advertised in Madhyamam and Deepika, All Kerala Edition, and the Website of KFDC dated 05.08.2026), interested and eligible agencies are invited to submit their commercial quotations as per the format and terms set out in this Tender Document.

KFDC intends to empanel an agent to provide end-to-end experience services on a need basis to persons on credit terms, with settlement to be made by KFDC within the credit period agreed under the resultant contract/MOU.

2. Scope of Work

The selected travel agent shall be responsible for providing end-to-end travel services on a need basis, including but not limited to:

- Domestic and international air ticket booking
- Railway and bus ticket reservations
- Hotel and accommodation bookings globally
- Visa assistance, passport facilitation, and travel insurance processing
- Airport transfers, car rentals, and local transportation
- 24/7 dedicated support for emergency bookings and schedule changes

3. Eligibility Criteria

Bidders must satisfy all of the following minimum requirements as on the date of submission:

- Minimum five years of continuous experience in corporate or government travel management
- Valid IATA accreditation and GST/Tax registration, with a blemishless financial track record
- Minimum annual turnover of Rs. 50 lakh in the previous financial year
- A functioning 24x7 customer support desk

Bids from agencies not satisfying the above criteria are liable to be summarily rejected. Documentary proof (IATA certificate, GST registration, audited turnover statement/CA certificate, and details of support desk arrangements) must accompany the Technical Bid.

4. Structure of the Bid

Bidders shall submit their offer in TWO PARTS, in separate sealed covers, both placed within a single outer sealed cover superscribed "Tender for Travel Today, Pay Tomorrow (T2PT) Scheme – KFDC/129/2026-ET":

1. **Cover A – Technical Bid:** Eligibility documents as per Section 3, company profile, client references from corporate/government engagements, details of branch network and 24x7 support desk, and an undertaking of acceptance of these tender terms.

2. **Cover B – Financial Bid:** The Schedule of Rates in the format at Section 5 below, duly filled, signed, and sealed on the bidder's letterhead.

Financial Bids of only those bidders who qualify the Technical Bid evaluation will be opened. Incomplete, conditional, or unsigned bids are liable to be rejected.

5. Schedule of Rates (Financial Bid) — To be filled by Bidder

Bidders shall quote the service charge / processing fee applicable per transaction, over and above the actual net fare / tariff (airline, railway, hotel, or third-party principal cost), which shall be passed on to KFDC at actual cost with no markup on the base fare. Rates quoted below shall be inclusive of applicable taxes unless separately indicated.

Sl. No.	Service Category	Basis of Charge (per transaction, unless specified)	Rate Quoted by Bidder
1	Domestic air ticket booking	Service fee per PNR/sector	Rs. _____ / _____ %
2	International air ticket booking	Service fee per PNR/sector	Rs. _____ / _____ %
3	Railway ticket reservation	Service fee per ticket	Rs. _____ / _____ %
4	Bus ticket reservation	Service fee per ticket	Rs. _____ / _____ %
5	Hotel / accommodation booking (domestic)	Service fee per booking / % of tariff	Rs. _____ / _____ %

Sl. No.	Service Category	Basis of Charge (per transaction, unless specified)	Rate Quoted by Bidder
6	Hotel / accommodation booking (international)	Service fee per booking / % of tariff	Rs. _____ / _____ %
7	Visa assistance & passport facilitation	Service fee per application	Rs. _____
8	Travel insurance processing	Service fee per policy / % of premium	Rs. _____ / _____ %
9	Airport transfers & car rentals	Service fee per booking / % of tariff	Rs. _____ / _____ %
10	Ticket cancellation / rescheduling (per transaction, over and above airline/vendor charges)	Service fee per transaction	Rs. _____
11	Credit period offered for settlement of bills by KFDC	Number of days from date of invoice	_____ days
12	24x7 emergency support surcharge, if any	Additional fee, if applicable	Rs. _____ / NIL

Note: Where a bidder's rate structure differs materially from the format above (e.g., slab-based commission, tiered discounts on volume), the bidder may attach a supplementary annexure, provided the base format is also filled to the extent applicable, to enable comparative evaluation.

6. Terms and Conditions

3. Rates quoted shall remain firm and valid for a minimum period of one year from the date of opening of the Financial Bid, and thereafter as mutually agreed under the resultant MOU/contract.

4. The empaneled agent shall pass on actual net fares/tariffs charged by airlines, railways, hotels, or other principals, with no markup other than the service fee quoted and accepted under this tender.
5. Settlement of bills raised by the agent shall be made by KFDC within the credit period agreed in the Financial Bid, subject to verification and certification of the bill by the concerned KFDC unit/officer.
6. KFDC reserves the right to empanel other agents, to allocate the work in case of necessity at its discretion, and to reject any or all bids without assigning reasons.
7. The empaneled agent shall maintain a dedicated point of contact for KFDC and ensure 24x7 availability for emergency bookings and itinerary changes as per the Scope of Work.
8. Any false declaration or misrepresentation in the Technical or Financial Bid shall render the bid liable for rejection and the bidder liable for blacklisting.
9. The contract period shall be for two years extendable on mutually agreed terms and satisfactory performance.
10. KFDC's decision on evaluation and empanelment shall be final and binding on all bidders.
11. The tender document shall be downloaded from KFDC Official website as well procured from the offices of KFDC on payment Rs 400 + 18% GST (SBI Account Number: 67391586884 in favor of MD KFDC Kottayam . The applicant shall submit the payment details along with the tender documents)

7. Evaluation Criteria

Bids will be evaluated in two stages:

12. Technical evaluation on the eligibility criteria and supporting documents specified in Section 3, on a qualify/disqualify basis.
13. Financial evaluation of bidders who qualify technically, based on the overall competitiveness of the rates quoted in the Schedule of Rates (Section 5), with due weightage to the credit period offered and the completeness of service coverage.

8. Submission of Bids

Sealed bids, in the format prescribed in Section 4, should be addressed to the Managing Director, Kerala Forest Development Corporation Ltd., Regd. Office "Aaranyakom", Karappuzha, Kottayam – 686 003, and should reach the office on or before 20.08.2026, 3:00 PM. Bids received after the due date/time will not be considered. KFDC will not be responsible for any postal or courier delay.

Managing Director
Kerala Forest Development Corporation Ltd.