



JD(IIIC)/IAG/156/2024

13.11.2024

Thiruvananthapuram

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Joint Director,  
Industry-Institute Interaction Cell, DTE  
Mob: 9495823647

**Smt. K. N. Seema**

Senior Joint Director  
Polytechnic Stream, DTE

To

**Subject: Call for Expression of Interest (EOI) for Shortlisting Travel Partner for Flight Ticket Booking and Local Conveyance Facilities**

We invite qualified and experienced travel service providers to submit an Expression of Interest (EOI) for providing comprehensive travel services for UDYAMA 1.0 (Industry Academia Government Conclave) organised by Directorate of Technical education, Kerala. The selected travel partner will assist us with various travel needs, including flight ticket bookings, local conveyance for official purposes, and transportation arrangements for volunteers if needed.

**Scope of Services**

The selected travel partner will be expected to offer the following services for the event scheduled to be conducted from 7<sup>th</sup> to 10<sup>th</sup> December 2024.

**1. Flight Ticket Booking**

Efficient and timely booking of domestic and international flight tickets for authorized personnel.

**2. Local Conveyance for Official Use**

Provision of premium SUV vehicles (minimum charge + additional kilometers) to facilitate the local movement of officials and delegates. All vehicles must be well-maintained, insured, and operated by professional drivers.

**3. Local Conveyance for Volunteers**

Arrangements for safe and reliable local transportation for volunteers, as per the requirements on specific days/events.

## Eligibility Criteria

Interested service providers must meet the following criteria

1. Proven track record in handling corporate or institutional travel services.
2. Ability to provide premium SUV vehicles in good condition with experienced drivers.
3. Availability of a dedicated customer service team to handle requests promptly.
4. Competitive pricing for both flight bookings and local conveyance services.
5. Compliance with all relevant transportation and insurance regulations.

## Submission Guidelines

Interested travel partners are requested to submit the EOI with following documents on or before 20<sup>th</sup> November 2024

1. **Company Profile:** Overview of services, experience in the travel industry, and clientele.
2. **Financial Proposal:** Clearly stating the cost structure for flight bookings, minimum charges, and per-kilo meter rates for local conveyance, as well as any discounts for bulk bookings.
3. **Compliance Certificates:** Copies of necessary permits, licenses, and insurance policies.

## Evaluation Process

Submissions will be evaluated based on experience, service quality, competitive pricing, and compliance with the eligibility criteria. Shortlisted providers will be invited for further discussions.

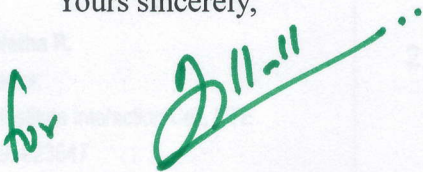
For further information, please contact:

Prasoon P Mangalath: 9074018850

Unnikrishnan: 9446537056

Thank you for your interest in partnering with us to deliver quality travel services.

Yours sincerely,



**Director**  
**Directorate of Technical Education**