



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજિકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક:૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/IEP 2018/Agencies/Eol Invitation/509

Date:24-01-2018

### **Expression of Interest (Eol)** **For providing various services under IEP – 2018** **(Air Ticket Booking & Visa Process / Forex/ Insurance)**

Gujarat Technological University organizes International Experience Program (IEP) in the month of June-August every year. In IEP, GTU send its students to various countries for short term study program to various foreign university partners. The students accompany by a senior professor/official of GTU. The total number of students may be approximately 350 to 400.

For IEP 2018, GTU is going to send its students to USA (2 Universities), Canada, Germany and Bulgaria (2 Universities).

Gujarat Technological University invites Eol for IEP – 2018 (International Experience Program) from agencies for providing the services such as international air ticket booking & visa, international travel insurance and forex as per following criteria.

#### **CRITERIA OF AGENCY APPOINTMENT**

The agency appointed shall sign an undertaking to complete the assigned tasks on time and to maintain confidentiality and non disclosure if any.

The selection preference shall be done based on following criteria –

1. IATA Accreditation for air ticket booking agencies. If agency has applied for IATA they may present Eol with supporting proof.
2. Lowest service charges in air ticket booking & processing fees of visa / lowest margin and service charges on exchange rate for forex/ lowest rate on international travel insurance w.r.t. the various slabs and criteria mentioned in Eol form.

*Winners of: ICT Enabled University Award E-India – 2009 | Manthan Award – 2009 | GESIA Award – 2011 | Digital Learning WES - 2011 Award | AIMS International Innovative University Award - 2013*



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3. Fair track record (to be supported by necessary documents) of
  - a. Experience of handling the short-term students travel programs successfully
  - b. Air ticket booking for international flights and all pre, during and post services related to travel
  - c. Experience of successful visa processing for short term student internship program at foreign universities
  - d. Successful claim settlement in case of insurance services
4. Forex agency should be authorized forex dealer with minimum AD-II Category and/or should be listed on RBI website under FEMA
5. The agency(s) which will be selected for air ticket booking and visa process need to furnish the security deposit of Rs. 3,00,000 which will be refunded within one month of the successful completion of the program.
6. GTU shall appoint the single agency for Air Ticket Booking and Visa for the country/university destination. The agency for international travel insurance and forex may be appointed individually.

**Interested agencies can apply by filling the Application form along with the forwarding letter addressed to “The Registrar, GTU Ahmedabad”.**

**They are required to submit the Application along with forwarding letter in sealed envelope to the GTU’s Inward Section (Ground Floor) on or before 5<sup>th</sup> February 2018 by post / hand delivery.**

**Address:**

**Gujarat Technological University  
Nr.Vishwakarma Government Engineering College  
Nr.Visat Three Roads, Visat - Gandhinagar Highway  
Chandkheda, Ahmedabad – 382424 – Gujarat**

**sd/-  
Registrar**

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