

APPLICATION FORM FOR ENLISTMENT OF AGENCIES FOR RAIL & AIR TICKETING AT JADAVPUR UNIVERSITYFOR 2023-2024

1A. Name of the Firm / Business Name :

1B. Address :

2A. Name of Proprietor / Owner / Partner to deal with :

2B. Name of the authorised person other than at (2A) :

3. Contact Telephone No(s)

Mobile No.:

E-mail id.:

4. Trade Licence Details of 2022-23 : (To enclose a Xerox copy)

5.GST Registration details :



[To enclose a xerox copy, submit the Original, for verification later.]

5A. Copies of GST Returns:

GSTR-1 for Financial Year 2022-23 (upto February 2023) & GSTR-3B for the month of February 2023 are to enclose:

6. IATA Membership Details: [To enclose a xerox copy of Certificate]

7. Details of booking terminals of Airlines

SI. No.	Airlines	Year of Recognition	Details of terminals	REMARKS

7A. Details of booking facilities of Railway tickets, including agency registration:

8. Trained personnel in Pay Roll:

SL. NO.	Name	Age	Training Details	No. of Years Served	Remarks

9. Income Tax Return of FY 2021-22, Assessment Year 2022-23 of the Firm: [To enclose a xerox copy, submit the original for verification later]

10. Enlistment details at Jadavpur University In earlier Years.:

11. Credentials [Proof to Submit]: Services given to Universities/Institutes to state

SL. NO.	Name of the Company / Firm	Periods Engaged	Remarks

12. Discount to offer: [Both for national & International tickets]

SL. NO.	Air Ticketing agency	Discount on declared fares	Special Rebate	Additional Charges	Remarks

13. Visa Processing Charges:

SI. No.	Name of Country	Time required	Charges	Remarks

14. Foreign Currency handling permissions:

SI. No.	Items	Name of Currency	Licence / Permits	Remarks

15. Minimum credit period for Payment against ticketing:

[University is expect a minimum credit period of 30 days, actually after completion of travel]

16. Jadavpur University Money Receipt number and Date:

[for Application fees of Rs.1,000/- original to enclose]

I confirm that I will follow the Rules & Regulation already frame and to be framed for the

purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date:

Place:

Full Signature of the Applicant With Stamp of firm/ Company

Instructions :

- 1. All column should be filled up properly and enclosures be furnished. **Incomplete applications will be rejected.**
- 2. Last date of submission of form in sealed envelope at the Office of the Accounts Officer is 10th March 2023. Existing enlisted parties need also to apply.
- 3. Use separate sheet (in letter head) of the firm/business where necessary.
- 4. Application money of Rs 1,000/= payable by Demand Draft/Bankers Cheque/Pay Order drawn on favour of **"Jadavpur University"** be submitted with the form is not refundable.
- 5. Decision of the authority is final and binding.
- 6. The University reserves the right to accept or reject any application.

For Use of Committee Members for Evaluation:

DETAILS OF THE CRITERION	OBSERVATIONS	POINTS	REMARKS