

Consulate General of India
Chicago

Notice for Empanelment of Travel agents for CGI Chicago

Consulate General of India, Chicago invites qualified and experienced Travel agents to express their interest in providing travel services for various official purposes. Consulate is seeking reputable companies to be included in panel for booking travel tickets from time to time. Interested travel agents are invited to submit their expression of interest as per the following terms:

1. Scope of services:

To book travel tickets as per the requirements intimated by the Consulate from time to time.

2. Requirements:

- **Experience** in handling travel arrangements for Offices/Diplomatic organizations is preferred.
- **Customer support** offering reliable customer support before, during and after the trip to address any concerns or issues that may arise.
- **Flexible booking availability** to accommodate last minute charges;
- **Cancellation charges** should be least or nil;
- **Flight reservations** to book flights based on Consulate's preferences including seat selection and providing information on flight options, schedules and prices;
- **Travel insurance** to cover unforeseen events such as trip cancellations, medical emergencies or lost luggage;
- **Special requests** accommodating any special requests or preferences such as dietary restrictions etc.;
- **Budget management** to assist Consulate in optimizing their travel budget by finding cost-effective options without compromising on quality;
- **Promotions and Discounts** available on travel dates/destinations may be informed to the Consulate and newsletters for promotions, discounts and special offers;

3. "Expression of Interest" Requirements:

- Include company's detailed profile, preferably two-to-three page, along with the Expression of Interest;
- Specify the services offered and the capacity to meet the travel needs of the Consulate, on the lines of above-numerated requirements;
- Provide details of previous experiences in handling similar travel arrangements;

4. Evaluation Criteria:

Consulate will evaluate EOI based on the company's experience, reliability and ability to meet the specified requirements.

Note: This invitation does not constitute a commitment, contractual or otherwise, on the part of CGI, Chicago. Consulate reserves the right to amend or withdraw this invitation at any time.

Interested parties may send their **Expression of Interest** through e-mail addressed to the undersigned latest by **13th June 2025**:

Head of Chancery, CGI Chicago
Email: admn.chicago@mea.gov.in

EOI received after 13th June 2025 1700Hrs shall not be accepted.